

ELECTRICAL PERMIT SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

- New or replacement gas water heaters are processed under a [MECHANICAL PERMIT](#)
- New or replacement electric water heaters are processed under a [PLUMBING PERMIT](#)
- Adult Family Homes - Work to be performed by a licensed electrician. (RCW 19.28.261)
- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- A business license must be applied for, approved, and obtained prior to opening
- This checklist is a general guide - completeness review will not check for code compliance

Plan review is **REQUIRED** for the following projects

- New non-residential or mixed-use buildings
- New Multifamily projects with 3 or more dwelling units (except townhouses as defined in the IRC or where indoor equipment is replaced in-kind or residential temporary power/low voltage & voice data)
- Non-residential or mixed-use addition or alteration projects
- All exterior appliance installations including Photo-voltaic Systems and generators on all types of occupancies
- Tenant improvements involving: Retail, Office, Commercial kitchens, food service install (Snohomish Co. Health Dept. Approval required for restaurants/food preparation)
- Increase in load of 400 AMPS or more IF
 - New non-residential, multi-unit residential or mixed-use buildings. (Excludes low-voltage and voice data)
 - Existing or new commercial service alterations, generators, subpanels, transformers, feeders, or hazardous locations as defined by NEC
- Installation/altering a service or feeder rated 400 AMPS or more
- Work on electrical systems operating at over 600 volts

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please check the [Work Exempt From Permit](#) List for work that does not need a permit

SUBMITTAL REQUIREMENTS

Supporting Documents As Applicable

- Structural Calculations (If Applicable)
- Manufacturer's Specifications/Cut Sheet

Electrical Plan Set

Cover Sheet & Project General Information

- Graphic architectural scale (1/8" = 1'-0" minimum). Details: 1/4" minimum or larger detail scale.
- Name of the project or new tenant

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- Name, address, and contact information of property owner(s), developer, and consultants;
Drawing title and drawing number
 - Legend, Symbols, & Abbreviations; Index to Drawings
 - General project description & General Notes
 - Vicinity map, site plan, and north arrow
 - Site Plan – Showing location of outdoor equipment, in relation to property lines
 - Roof Plan – Showing location of roof-mounted mechanical equipment
 - Identify location of tenant space within building, if multi-tenant building including space square footage.

Code Summary**All current applicable codes & structural design criteria**

- Existing buildings are evaluated using the International Existing Building Code (IEBC). Choose IEBC compliance method
 - Prescriptive, work area or performance

Electrical Plans

- Plans must be of sufficient clarity to indicate the location, nature and extent of the work proposed
- Area of each floor including existing and proposed plan that clearly identify the proposed work
- Include [WSEC Compliance form for Lighting](#) on the drawings and indicate method of compliance
- WSEC compliance form must be completely filled out including the checklist that identifies the location information is provided in the documents
- Electrical drawings must include:
 - Service Panel Size(s) and location(s) as well as voltages and phase information
 - Feeder and conductor sizes
 - Location of Utility Company Transformer
 - Available Fault Current Calculations for existing and upgraded equipment
 - Arc Flash Information if applicable
 - Location and size of step-down or step-up transformers
 - Panel Schedules including complete load calculations
 - Lighting plans showing regular and emergency lighting
 - Smoke alarms and carbon monoxide detectors (If a Fire Alarm Electrical Permit)
 - Information on any standby or emergency power systems
 - Specialty electrical equipment required for building code compliance
 - Fixture schedules identifying watts per fixture and lumens per watt for both interior and exterior lighting that coordinates with your WSEC Compliance form for Lighting
 - Schematic of light switching
 - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, top light daylight zones, etc.
 - Locations of all occupancy sensors

- Controlled receptacles in all locations required by the WSEC
- Provide an exterior lighting plan – please include exterior lighting controls
- Lighting Budget Calculations (not required for one and two-family dwellings). Compliance forms and related information may be found at the *Northwest Energy Efficiency Council (NEEC)*.