

Online Electrical Permit Application

The applicant will be required to supply all the information requested. Please read each bullet item below:

- Search address - when entering the address where work will be done, please note ADDRESS FIELD 1 is for the STREET NUMBER and ADDRESS FIELD 2 is for the STREET NAME.
- All fields with an **!** are required fields. The permit request will not submit when a required field is left blank.
- Make sure all fixtures are selected by entering the correct number of fixtures to be installed. This will trigger the fee.
- All "Required" attachments must be included upon submittal.
- Note permit number in pop-up.
- Fee must be paid. After clicking on "Finish" on attachment page, click on "Home" link on grey menu bar. Scroll down to the invoices section. Select the invoice and proceed through payment process. A convenience fee for credit /debit card is 2.5%. A convenience fee of \$2.00 for personal or business checking account.
- Upon approval you will receive an email with a copy of the permit attached. This permit must be printed and posted at work site.

If payment is not received, the permit will not be processed.