

ELECTRICAL PERMIT APPLICATION INSTRUCTIONS

An electrical permit is needed when:

- new wiring or outlets are added
- service is upgraded
- mobile home hooked up in mobile home park

Who can take out an electrical permit:

- A Master Electrician licensed by the State must sign the permit (**VERIFY LICENSE IS CURRENT**)
- EXCEPTION: for larger projects such as new homes, new commercial, additions, finishing off of basements, etc., if a general contractor is involved, the general contractor can sign all permits, including the electrical. Homeowner can act as general contractor, although a licensed electrician is required to do all wiring. One application form should include all permits being applied for.

Complete Wisconsin Uniform Building Permit application. [If project is being done in connection with a larger project, a separate application is not required (see EXCEPTION statement above.)]

Permit application to include:

- Owners name, mailing address and telephone number (if tenant applying for permit, letter is needed from property owner allowing project)
- Contractor's name, mailing address, telephone number and Master License number (**VERIFY**)
- **Electrician must be licensed as an Electrical Contractor by the State of Wisconsin**
- Current use of property/building
- Property address

- Description of project.

- Permit Fee:
 - New Construction and Additions
 - Residential
 - Inspection fee: \$35.00 + .035 per sq ft / \$30 minimum
 - Commercial
 - Inspection fee: \$35.00 + .04 per sq ft / \$75 minimum
 - Alterations, Remodeling and Repair
 - Residential
 - < 10 outlets \$30.00; all other services \$50.00
 - Commercial
 - <10 outlets \$40.00; all other services 1% of estimated cost or \$75.00 minimum

Any work begun before a permit is secured, all fees are doubled.