

THE CITY OF PORTSMOUTH  
**ELECTRICAL PERMIT APPLICATION**  
 DEPARTMENT OF PERMITS & INSPECTIONS

801 Crawford Street  
 Portsmouth, VA 23704  
 www.portsmouth.va.us/forms/forms.htm  
 Tel. (757) 393-8531 FAX (757) 393-5108  
 A PERMIT IS HEREBY REQUESTED TO INSTALL  
 ELECTRICAL ITEMS AT THE FOLLOWING PREMISES:

1. Address of Job: \_\_\_\_\_
2. Owner: \_\_\_\_\_ 3. Phone \_\_\_\_\_
4. Electrical Contractor Trade Name: \_\_\_\_\_
5. Electrical Contractor's Address: \_\_\_\_\_
- City: \_\_\_\_\_ ZIP: \_\_\_\_\_ 7. State License \_\_\_\_\_
6. Electrical Contractor's Phone Number: \_\_\_\_\_ Class A No. \_\_\_\_\_
- Class B No. \_\_\_\_\_
- Class C No. \_\_\_\_\_

8. USE:

**Residential**

- One Family  
 Two Family  
 Multi-Family  
 \_\_\_\_\_ no. of units  
 Hotel, Motel  
 Other

**\*Commercial**

- Assembly  
 Office, Bank, \_\_\_\_\_ no. of units  
 Elevators  
 Educational  
 Factory/Industrial  
 High Hazard  
 Mercantile, Stores \_\_\_\_\_ no. of units

Institutional:

- Hospital  
 Convalescent  
 Day Nurseries  
 Temporary \_\_\_\_\_  
 OTHER \_\_\_\_\_

\*(Site & Electrical Plans to accompany application)

9. Indicate number of circuits plus feeders worked on.

No.	Total
0-30 AMPS @ _____	= \$ _____
31-60 AMPS _____	= _____
61-100 AMPS _____	= _____
101-200 AMPS _____	= _____
Over 200 AMPS _____	= _____
Size _____	= _____
Pool Bonding _____	= _____
Pool Equip. Wir _____	= _____
Temp. Rel. Fee _____	= _____
Service Upgrade Fee _____	= _____
OTHER _____	= _____
<b>TOTAL FEE: \$</b> _____	

10. Indicate the number of electrical items to be installed:

A/C	BTU	A	Disposal	KW	E	Prewired Building	I	SWIM POOL	
Heat Pump	BTU		Dryer	KW	F	Range	J	Bonding (Layout Required)	O
Air Handler Unit	HP	B	Motors	HP		Elec. Repairs	K	ELE Water Heater*KW	P
Electric	KW	C	Motors	HP	G	Reinspection	L	Annual Pool Inspection	Q
Gas, Oil	KW		Motors	HP		SIGNS	M	OTHER	R
Dishwasher	KW	D	Outlets (Sw, Ltg, Recp)		H	Temporary Release	N		

11. New Service No. \_\_\_\_\_ AMPS \_\_\_\_\_ Phase \_\_\_\_\_ VOLTS \_\_\_\_\_ Meters \_\_\_\_\_
12. Existing Service No. \_\_\_\_\_ AMPS \_\_\_\_\_ Phase \_\_\_\_\_ VOLTS \_\_\_\_\_ Meters \_\_\_\_\_
13. Temporary Service No. \_\_\_\_\_ AMPS \_\_\_\_\_ Phase \_\_\_\_\_ VOLTS \_\_\_\_\_ Meters \_\_\_\_\_
14. Overhead \_\_\_\_\_ Underground \_\_\_\_\_
15. Remarks: \_\_\_\_\_

16. Valuation: \$ \_\_\_\_\_ 17. Total Fee: \$ \_\_\_\_\_

All permits necessary for the completion of the work indicated will be obtained and paid for before any work is started. Failure to comply with applicable codes will result in the penalties set forth in Chapter 6, Portsmouth City Code. Any falsification, misrepresentation or misleading information **VOIDS** this application.

**18. APPLICANT**

Master Electrician

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Case No. \_\_\_\_\_ Release No. \_\_\_\_\_  
 Work Request No. \_\_\_\_\_