



City of Highland  
Building and Zoning

**Application for Electrical Permit**

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
\_\_\_\_ Residential \_\_\_\_ Commercial Permit Fee: \_\_\_\_\_ Check/Cash/CC: \_\_\_\_\_  
Permit Type: \_\_\_\_ Electrical Alteration, Repair and Remodel \_\_\_\_ Electrical Service Upgrade  
\_\_\_\_ Generator Applicant: Owner / Contractor (Circle One)

**Property Location**

Street Address: \_\_\_\_\_  
Job Value: \_\_\_\_\_ Estimate Start Date: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Information**

Applicant (Not Owner): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Electrician: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_



## City of Highland Building and Zoning

**The current adopted National Electric Code (NEC) and the City of Highland requirements must be followed.**

Primary Structure: \_\_\_\_ Accessory Structure: \_\_\_\_

### **Electrical Information:**

# of Circuits: \_\_\_\_

# of Fixtures, Switches and Receptacles: \_\_\_\_

Current Amperage: \_\_\_\_ (Required for upgrades and generator installation)

Proposed Amperage: \_\_\_\_

Square Footage of Area being Re-Wired: \_\_\_\_

### **Required with permit application:**

- Contractors are required to have an up to date certificate of insurance on file with the Building and Zoning Department prior to the permit being issued.
- Complete electrical drawings are required for Electrical Alteration, Repair and Remodel Projects (i.e. outlets, switches, lights, ceiling fans, smoke detectors, etc.)

**Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time for applicable inspections.**

### **Electrical Alteration, Repair and Remodel Inspections**

- Underground Inspection
- Rough-in Wiring Inspection – All wire staples, including communication cable. All circuits marked with a breaker number and all dedicated circuits must be labeled.
- Electrical Panel/ Meter Base Inspection – Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, and the ground wire must be marked and grounded. Panel neutrals and grounds must be separated in panel box and circuits must be plainly labeled.
- Final Electrical Inspection – All devices must be set and powered, panel box marked, GFCI/AFCI properly wired, and all work must be completed.

### **Electrical Service Upgrade Inspections**

- Electrical Panel/ Meter Base Inspection – Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, and the ground wire must be marked and grounded. Panel neutrals and grounds must be separated in panel box and circuits must be plainly labeled.

**Note: Meter Base and Service Panel inspections must be conducted prior to re-connection.**



# City of Highland

## Building and Zoning

### Building Permit Fine Schedule

#### **\$50.00 Fine\*\***

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it\*\*\*. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

#### **\$50.00 Fine for each item**

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

#### **\$500.00 Fine for each item**

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

**\*\* Does not apply to re-inspections of corrected work.**

**\*\*\*Applies to all Inspections.**

### After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00

**\*Subject to change**

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**This page is used for Electrical Alterations, Repairs, and Remodeling**

**Include the following information:**

1. Draw the room(s) being altered, repaired, or remodeled.
2. Include the dimensions of the room(s).
3. Include the locations of any electrical devices being added or removed.
4. Include scope of work