

C.T. \_\_\_\_\_  
 WARD \_\_\_\_\_  
 OFFICE USE ONLY

**CITY OF CLEVELAND**  
 DEPARTMENT OF BUILDING AND HOUSING  
 601 LAKESIDE AVENUE ROOM 505  
 CLEVELAND, OH. 44114  
 PERMIT Ph: 216.664.2969/4366  
 INSPECTIONS Ph: 216.664.3079

ELECTRICAL PERMIT  
 NUMBER  
**E -**  
 OFFICE USE ONLY

**APPLICATION FOR PERMIT  
 ELECTRICAL WIRING AND SYSTEMS**

**NEW CONSTRUCTION:** \_\_\_ YES \_\_\_ NO **BUILDING PERMIT No.** \_\_\_\_\_

**OCCUPANCY:** \_\_\_ 1,2, or 3, FAMILY DWELLING **OTHER:** \_\_\_\_\_

**1. ADDRESS OF INSTALLATION:** \_\_\_\_\_

**2. OWNER NAME:** \_\_\_\_\_

ADDRESS/PHONE: \_\_\_\_\_

**3. ELECTRICAL CONTRACTOR:** \_\_\_\_\_

ADDRESS/PHONE: \_\_\_\_\_

**4. ESTIMATED COST OF WORK:** [MATERIAL PLUS LABOR] \$ \_\_\_\_\_

**5. DESCRIPTION AND SCOPE OF PROPOSED WORK: INDICATE SQUARE FOOTAGE OF AREA ALTERED AND/OR CHECK BOX(ES) BELOW.**

<input style="width: 50px; height: 20px;" type="text"/>	<b>SQUARE FEET – DESCRIPTION OF WORK:</b> _____  _____  _____  _____
<input type="checkbox"/> TEMPORARY LIGHTING OR POWER INSTALLATION/MISC <input type="checkbox"/> POWER WIRING FOR FIRE ALARM AND / OR HVAC TEMPERATURE CONTROL INSTALLATIONS <input type="checkbox"/> SIGNS: BUSINESS I.D., ADVERTISEMENT, DIRECTIONAL, ETC. No. OF SIGNS _____ <input type="checkbox"/> BLANKET ELECTRICAL PERMIT FOR PREMISES	

<b>PERMIT AND INSPECTION FEE:</b> [SEE CURRENT FEE SCHEDULE]  \$ _____ <b>LATE FEE – (IF APPLICABLE)</b>  \$ _____ <b>TOTAL</b>	<input type="checkbox"/> <b>CORRECT VIOLATION DATED</b> ___ - ___ - ___  <b>OFFICE USE:</b>  <b>APPROVED:</b> _____
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THE UNDERSIGNED, BEING THE REGISTERED ELECTRICAL CONTRACTOR DOES HEREBY AGREE TO INSTALL THE ABOVE NOTED WORK IN ALL RESPECTS IN COMPLIANCE WITH THE BUILDING CODE OF THE CITY OF CLEVELAND.

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Electrical Permit Application Instructions

**NEW CONSTRUCTION:** \_\_\_YES \_\_\_NO Check "Yes" if this electrical work is new construction. Check "No" if this work is replacement or repair.

**BUILDING PERMIT No.** \_\_\_\_\_ Fill in the Building Permit number for the general trades work associated with this project. Electrical plans were approved under this building permit number. You may need to submit plans if no building permit number is entered. If the electrical work requires no general trades work (e.g. upgrade to 100 amp service panel) insert "None" on the line.

**OCCUPANCY:** \_\_\_1-,2-, or 3-FAMILY DWELLING OTHER:\_\_\_\_\_ Check if this is a 1-, 2-, or 3-Family Dwelling; if commercial or any other use, fill in the "OTHER" blank (.eg. store, office, warehouse, church, school, hospital.)

**1. ADDRESS OF INSTALLATION:** \_\_\_\_\_ This is the address where the work will be completed. Include floor number or suite number to further locate the installed work, .eg. Basement, 3<sup>rd</sup> Floor, or Throughout.

**2. OWNER NAME:** \_\_\_\_\_  
**ADDRESS/PHONE:** \_\_\_\_\_ This is the property owner's name, address and phone number. Note that the business owner may not be the same as the property owner. Please provide the entire street name, including Street, Avenue, Road, etc., and the area code for your phone.

**3. ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
**ADDRESS/PHONE:** \_\_\_\_\_ This is the name, address, and phone number of the registered (i.e. licensed, bonded, and insured) contractor who will install the electrical work. If this is a homeowner permit, insert "Owner" on the line provided; you will also need to complete the Homeowners Affidavit.

**4. ESTIMATED COST OF WORK:** [MATERIAL AND LABOR] \$\_\_\_\_\_ This is the estimated value of the installed electrical work, including all labor, materials, overhead and profit.

**5. DESCRIPTION AND SCOPE OF PROPOSED WORK:** Indicate the area to be altered or newly wired by entering the square footage in the box provided. Give a general description of the work, e.g. "Install power and lighting for warehouse addition." If the application is for temporary lighting, fire alarm or temperature control wiring, signs (indicate number of signs), or a blanket electrical permit, check the appropriate box.

**PERMIT AND INSPECTION FEE:** Round up square footage to nearest 1000 s.f. and multiply by the fee rate (see Fee Schedule) or enter the fee for items checked in the

Description of Work boxes above. Total all fees and insert total on the line provided. If you have been served a "STOP WORK ORDER" or have been issued a violation notice for "WORK WITHOUT A PERMIT," you owe a late fee – insert the appropriate amount (see Fee Schedule) on the line provided.

**CORRECT VIOLATION DATED** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ If the proposed work will correct a violation notice issued by the Division of Code Enforcement, check the box and insert the date (month-day-year).

**OFFICE USE:**

**APPROVED:** \_\_\_\_\_ Office use only. Leave this blank. Do not fill in.

**CONTRACTORS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The application must bear an original signature, in ink, of the registered contractor. If this is a Homeowners Permit, the signature must be the owner's. Provide today's date.

*What do I do with the application when I've completed it?*

Completed applications, a check for fees (made payable to the City of Cleveland), the Homeowners Affidavit (if applicable) and plans (3 sets, when needed) shall be delivered in person or forwarded via mail to:

City of Cleveland  
Division of Construction Permitting, Room 505  
601 Lakeside Avenue  
Cleveland, Ohio 44114

*What if I need Help?*

**Any questions can be answered by calling (216) 664-2910.**

**CITY OF CLEVELAND  
DEPARTMENT OF BUILDING AND HOUSING**



Permit Fee Schedule  
Electrical Wiring And Equipment

**Effective February 18, 2003**

**Note: Use (1) or (2) below to calculate fee: the minimum fee for any permit shall be \$50.00**

- (1) For new construction additions, alterations to existing buildings; for each 1,000 square feet or part thereof . . . . . **\$50.00**
  
- (2) For each item as follows:
  - Temporary lighting and/or power installations, or low voltage wiring systems for building service equipment only; such as temperature control wiring of HVAC equipment, or fire alarm system . . . . . **\$50.00**
  
  - Signs: Business I.D., advertisement and directional, etc.:
    - For the first electrical sign . . . . . **\$50.00**
    - Add for each additional electric sign installed at the same time . . . . . **\$30.00**
  
  - Amusement rides and devices: each . . . . . **\$30.00**  
Note: also see Section 3105.29 - Festival and Permit Fees for Charitable Organizations
  
  - Repairs to existing plumbing fixtures and/or systems . . . . . **\$50.00**
  
- (3) Blanket electrical permit for each year for each premises . . . . . **\$200.00**

**SPECIAL INSPECTIONS:**

- (1) Whenever an inspection has been requested and upon inspection, the work is not found to be ready for inspection or where the address given in the application for permit is faulty or inaccurate, there shall be charged a fee of forty dollars (\$40.00) for each such inspection.
  
- (2) For inspections required outside of regular working hours (special events, witness testing of special equipment, etc.) the fee shall be one hundred dollars (\$100.00).

**LATE FEES**

**Late fee, for work started prior to permit issuance: - Within 72 hours of notification - \$100.00. After 72 hours - \$200.00**

**NOTE: Do not add the 3% State of Ohio surcharge per ORC 3781.10(E). The surcharge is included in the above schedule.**