



City of Huntington
Community Development
& Redevelopment

300 Cherry Street, Huntington, IN 46750
Ph: (260) 356-5146 Fax: (260) 454-5211
www.huntington.in.us

ELECTRICAL PERMIT / IMPROVEMENT LOCATION PERMIT APPLICATION

DATE APPLIED: _____ PERMIT NO: _____
DATE ISSUED: _____ RECEIPT NO: _____

Department Use Only

Parcel #: _____ Township: _____
Subdivision: _____ Section/Phase: _____ Lot #: _____ Zoning: _____

Address of Electrical Activity: _____

P R O P E R T Y	O W N E R	Name: _____	
		Mailing Address: _____	
		City/State/Zip Code: _____	Ph: _____

Individual / Contractor Responsible for Electrical Activity:

Electrical Contractor: _____
Name Address Phone

Permit Obtained by: Property Owner (must be deeded owner and currently reside at the property)
 Huntington County Licensed Electrician - (proof of valid license required)
License Number: _____ License Type: Master Journeyman (master auth. required)

In Conjunction w/Building Permit: Yes No **Power Co.:** _____ **Service:** Overhead Underground

Structure Classification: Commercial Single-Family Two-Family Multi-Family Accessory Structure

Scope of Work: _____

<p>1. <input type="checkbox"/> New Service - for: _____ 100 Amp: <input type="checkbox"/> 2 AWG Aluminum <input type="checkbox"/> 4 AWG Copper 200 Amp: <input type="checkbox"/> 4/0 or 2 sets 1/0 Aluminum <input type="checkbox"/> 2/0 Copper 400 Amp: <input type="checkbox"/> 600 or 2 sets 300 kcmil <input type="checkbox"/> 400 kcmil or 2 sets 4/0 ____ Amp: Wire: _____</p>	<p>2. <input type="checkbox"/> Upgrade - for: _____ 100 Amp: <input type="checkbox"/> 2 AWG Aluminum <input type="checkbox"/> 4 AWG Copper 200 Amp: <input type="checkbox"/> 4/0 or 2 sets 1/0 Aluminum <input type="checkbox"/> 2/0 Copper 400 Amp: <input type="checkbox"/> 600 or 2 sets 300 kcmil <input type="checkbox"/> 400 kcmil or 2 sets 4/0 ____ Amp: Wire: _____</p>
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Distance from meter base to service panel: _____ Disconnects: Yes (for: _____) No

<p>3. <input type="checkbox"/> Branch Circuits - for: _____ Service: <input type="checkbox"/> 100 Amp <input type="checkbox"/> 200 Amp <input type="checkbox"/> 400 Amp <input type="checkbox"/> ____ Amp</p>	<p>4. <input type="checkbox"/> Temp. Service - for: _____ Service Type: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground</p>
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I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections; and that any structure will not be used or occupied until a Certificate of Occupancy has been issued. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.

Department Use Only

Permit Fee

Permit Fee: \$ _____
Other: _____ \$ _____
Total Fees: \$ _____

Applicant Signature Printed Name Date

Approved by: _____

Department Representative Date

Comments/Conditions: _____

THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE BUILDING/IMPROVEMENT LOCATION PERMIT APPLICATION:

1. Electrician: Proof of valid insurance and current Huntington County Master Electrician License must be provided.
- or
2. Owner: Proof of residency and ownership (applies to owner occupied residential dwellings only).

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. Electrical permits may only be obtained by an electrician licensed by Huntington County, or the deeded owner if residing at the home.

IMPORTANT INSPECTION INFORMATION

1. Inspections may be scheduled by calling the Department at (260) 356-5146 during normal business hours 8:00 am - 4:30 pm Monday through Friday (except holidays). The Department does **NOT** accept inspection requests by email, fax, or voicemail. You do not need to speak to an inspector to schedule an inspection, any member of the staff can assist you in scheduling.
2. Concrete inspections (footer, post hole, foundation, and slab) require a minimum of 4-hours notice. All other inspections require a minimum of 24-hours notice.
3. Failure to call for a required inspection will result in the assessment of fines/penalties. You may also be required to undo already completed work so that code compliance may be verified by the inspector.
4. If an inspection is failed/denied by the inspector, a re-inspection fee may be assessed and you will be required to schedule a new inspection appointment.
5. Payment of any fines/penalties/re-inspection fees must be paid to the Department prior to any other inspections being scheduled. Payment is required by cash or check only. The inspectors do not and can not accept payment of these assessed fees.
6. The following inspections (as marked on your yellow inspection card if this permit is issued in conjunction with a Building Permit) are due at the following stages of construction:
 - a. Temporary Electrical: Prior to utility hookup.
 - b. Uffer Grounding: Once the 20' wire or rebar has been installed.
 - c. Electrical, Rough: Before enclosing walls with wall board, insulation, or covering; and before any electrical wiring or connections
 - d. Final: Prior to occupying or utilizing the structure. A final electrical inspection on new structures or remodeling work will be completed when the final inspection is requested for the entire project.
 - e. Other: Please consult with the Inspector or Department as to the specific requirements of this inspection.

THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.