



CITY OF RICHMOND

Department of Codes, Planning, Safety & Risk Management

239 West Main Street, Richmond, KY 40475

Telephone: (859) 625-6404 Fax: (859) 625-6401

www.buildrichmondky.com

Internal Use Only:
Finance Code: Electric
Fee: _____
Approved: _____

Residential Electrical Permit Application

Only a licensed Electrical Contractor may apply for and obtain this permit. If you are the homeowner and will be completing the work, please complete the homeowner affidavit on the back of this application. All information must be accurate and legible. In order for this application to be considered for issuance of a permit you must have a City of Richmond business license, copy of insurance and pay the total amount due for this permit.

Site/Building Information

Address of project:	Lot:	Zone:
Detailed Description of Work:		
Please select the type of work to be completed: (Fees include all trips and temporary service)		
New Single-Family Construction:		
<input type="checkbox"/> 200 AMP Service - \$150	<input type="checkbox"/> 400 AMP Service - \$200	<input type="checkbox"/> 600 AMP Service - \$300
<input type="checkbox"/> 800 AMP Service - \$400	<input type="checkbox"/> 1000 AMP Service - \$500	<input type="checkbox"/> 1200 AMP Service - \$600
<input type="checkbox"/> Multi-Family/Duplex/Apartments: \$125/unit. No. of Units: _____	<input type="checkbox"/> Signs/Pump Stations/Garages/Outbuildings - \$100	
<input type="checkbox"/> Room Additions/Swimming Pools/Rewires/Service Panels - \$150	<input type="checkbox"/> Misc./Temporary Pole/Service off for over a year - \$50	
<input type="checkbox"/> Service Changes/Mobile Homes/Barns - \$75	**If you do not see your scope of work, please contact our office.	

Applicant Information

Name:	
Address:	
Phone Number (required):	Email (required):
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Preferred Contact Method: <input type="checkbox"/> Email <input type="checkbox"/> Phone

Owner Information

Name:	Check if same as applicant: <input type="checkbox"/>
Address:	
Phone Number:	Email:

Electrical Contractor Information (Required, if a contractor is completing the work)

Business Name:	
Address:	
Phone Number:	Email:
City of Richmond Business License Number (required):	State Issued License Numbers: ME: _____ CE: _____

Applicant Signature

I hereby apply for an Electrical Permit and acknowledge that the information above is complete and accurate; **I understand that that this is not a permit, and the submission of this application does not constitute approval of any work.** I further state that all work herein will be done in accordance with the ordinances of the City of Richmond and the Kentucky Residential Code. I certify that I will provide and maintain Worker's Compensation Insurance. I accept that all inspection reports, notices of violation and enforcement related to site inspections are my responsibility. I understand that false statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit. Issued permits become void if work does not begin within 180 days or is suspended at any time for over 180 days. **Application is not valid unless signed.**

Applicant Signature: _____ **Date:** _____

Applicant Printed Name: _____

**Payment is required at the time of submission; once all required documents are received. Online submission is also possible through our website, www.buildrichmondky.com

Homeowner Affidavit

(Please complete if you are the homeowner and completing the work yourself)

1. Is this application for a mobile home? Yes No

If yes, please select one of the following: New Existing Being Relocated

Mobile home previous address (if being relocated): _____

2. Are you installing a Temporary Service Pole? Yes No

3. Estimated Cost: \$ _____

4. Related Building Permit No. (if applicable): _____

- Homeowner must be qualified to perform electrical connections as per required by current NEC 70 Article 550.
- At the previous Mobile Home location, the homeowner must verify that they have been living in the home and it is titled in their name. If it is not titled in their name, a B-1 State inspection sticker is required (must be attached near the outside entry door).
- A certified installer sticker must be attached to the trailer sub-panel before electric power can be turned on.

By signing this application, it is understood that I, _____, am the owner of the above-mentioned property and have resided in said property before relocation. I affirm that the home is not currently for sale, and that any and all electrical related work is being done in the above-mentioned home is being completed by me and no one else. I also understand that the work must meet the Kentucky Building Code and the National Electrical Code and I am required to obtain the inspection(s) required from the Electrical Inspector to ensure the above requirements have been met. This includes a final inspection. If I am found to have falsified this application in any way, I will face legal action as deemed appropriate.

Homeowner Signature: _____ Date: _____

This section to be completed by licensed Notary:

Subscribed and sworn to before me on this day _____ of _____, 20_____

Notary Public: _____

My Commission Expires: _____

