



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: _____
Payment Method:
___ Cash ___ Check ___ CCard

ELECTRICAL PERMIT APPLICATION

Please Print Clearly!

OWNER: _____ MAILING ADDRESS: _____

PROJECT ADDRESS: _____ TO BE OCCUPIED AS: _____

rental, commercial, owner-occupied

ELECTRICAL CONTRACTOR'S NAME: _____

ADDRESS: _____ PHONE: _____ EMAIL: _____

CITY OF OTTAWA ELECTRICAL CONTRACTOR'S LICENSE #: _____

PROJECT - Check All That Apply

RESIDENTIAL

- Partial Electrical Service Only
- Complete Electrical Service Only
- New Single Family Dwelling Unit
- Addition to a Dwelling Unit
- Rewire of an Existing Dwelling Unit
- Accessory Building
- Other-Describe _____

COMMERCIAL

- New Commercial Building
- Rewire/Renovation of an Existing Commercial Building
- Renovation of Apartment in Commercial Building
- Other _____

INDUSTRIAL BUILDING/STRUCTURE

- Other _____

GENERATOR or UPS SYSTEM

See Reverse Side for a Detail on Fee Structure and Other Required Information needed to obtain an Electric Permit
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| <ul style="list-style-type: none"> • ALL ELECTRICAL WORK IS BASED ON THE NATIONAL ELECTRICAL CODE 2017 EDITION AND THE CITY OF OTTAWA'S ADDENDUM TO THE CODE • NO FURNITURE OR PERSONAL BELONGINGS ARE TO BE MOVED IN UNTIL ALL FINAL INSPECTIONS ARE COMPLETE (building, electrical, plumbing) • THE ELECTRICAL INSPECTOR SHALL BE GIVEN A MINIMUM OF 48 HOURS NOTICE PRIOR TO CONCEALMENT OF WIRING (1-815-433-0161 ext. #218). • CALL BEFORE YOU DIG (811)! |
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Applicant certifies that all information given is correct and that all applicable electrical codes and ordinances will be complied with in performing the work for which this permit is issued. And that all work and inspections shall be completed within one year from the date of permit issuance.

Signature of Contractor or Authorized Representative

Date

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to the construction at the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

Electrical Inspector: _____

Date

Sec. 22-168. - Inspection fees.

The fees for electrical permits and inspection of work performed thereunder shall be as follows:

(1) For residential and commercial work where a building permit has been secured, the electrical fee is included in the building fee according to [section 22-123](#).

(2) For residential and commercial work where a building permit is not required the fee shall be as follows:

Outbuildings and accessory structures \$50.00

Additions and upgrades requiring one inspection 50.00

Additions and upgrades requiring two inspections 100.00

New structures up to 200 Amp service 150.00

100—200 Amp services—Full replacement service when riser, meter base and panel are installed, or when pedestal and panel are installed 100.00

100—200 Amp services—Partial replacement when a panel only or when a meter base and/or riser are installed 50.00

Generator or UPS System.... 50.00

(3) Re-inspection fee 45.00

(4) There shall be no permit fee for electrical work valued at less than \$500.00 that does not require an inspection. This fee waiver for work valued at less than \$500.00 is only valid for one address or parcel per calendar year.

(5) *Emergency work.* In cases where work must be done in emergency situations when it is not possible to first secure a permit, such as on weekends or holidays, work may be executed in accordance with all Code requirements and a permit shall be secured on the next business day. All such work shall be subject to inspection.

(6) *Doing work without a permit.* If any person initiates construction, erection or alteration of electrical work in any structure without first taking out a permit, such person shall pay, in addition to the regular fees prescribed for permits, an additional amount equal to 100 percent of the fee required, and upon conviction, may be subject to all penalty provisions of this chapter.

(Ord. No. 013-2008, § 2, 4-1-2008; Ord. No. 037-2008, § 3, 8-5-2008; Ord. No. 049-2008, § 1, 10-21-2008; Ord. No. 018-2015, § 1, 5-5-2015)