



# CITY OF TOLEDO

## Building Inspection

One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329 • onestopshop@toledo.oh.gov

### ELECTRICAL PERMIT Residential 1-, 2- or 3-Family

Job Address _____	Class of Work:	Associated Permits	Date:
Specific Occupancy: <input type="checkbox"/> 1-Family, <input type="checkbox"/> 2-Family, <input type="checkbox"/> 3-Family	<input type="checkbox"/> New Construction	Building Permit _____	Electrical Permit No. _____
Location of Work _____	<input type="checkbox"/> Alterations	Zoning Certificate _____	
	<input type="checkbox"/> Addition		

Owner's Name	Contractor's Name
Owner's Address	Contractor's Address
City, State, Zip	City, State, Zip
Phone No.	Phone No.
Fax No.	Fax No.
Email Address	Email Address
	Contractor's License No.

WORK DESCRIPTION				
Item	Quantity	Unit Price	Sub-Total	Total
Temporary Pole		\$50.00 each		
Swimming Pool bonding		\$50.00 each		
Existing service release, inspection only		\$50.00/unit		
New Construction (1-, 2- or 3-Family)		\$90.00/unit		
Alterations, Additions to existing 1-, 2- or 3-family structures, plus (below)		\$40.00/unit		
Service change #amps _____ x		\$.20/amp		
Electrical units and heat zones		\$6.00 each		
Electrical strip heaters # elements		\$6.00 each		
Generators/Solar Arrays # kilowatts _____ x		\$40 min or \$.30/kw		
Other				
Permit Fee (\$75 minimum fee. Add for minimum differential, if applicable)				
1% State surcharge				
Other Fee (i.e., re-inspection fee)		\$75.00 each		
<b>Total Permit Fee</b>				

Comments: \_\_\_\_\_

Warning: The approval of plans by any officer or employee of this department procured by misrepresentation of facts or conditions, does not legalize any illegal construction or agreement.

In consideration of the granting of this permit, I (we), agree to save the City of Toledo harmless from any and all damages. I (we) do hereby covenant and agree to construct said work and make said installations in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Toledo, and that all statements made are correct and true. I (we) agree to comply with all orders of the Division of Building Inspection. The undersigned further agrees to dispose of all construction waste material in accordance with applicable City laws.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Registered Contractor



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### ELECTRICAL PERMIT REQUIREMENTS

**AN ELECTRICAL PERMIT IS REQUIRED** for alterations, additions or up-grading of wiring systems in all existing buildings. A permit is required for all new residential and commercial buildings, additions or alterations to wiring systems of new light fixture outlets, receptacle outlets or whenever a structure is altered requiring relocation of wiring or electrical outlets.

**AN ELECTRICAL PERMIT IS NOT REQUIRED** to complete minor repairs. Minor repairs means the installation or replacement of light bulbs or fuses, repair to portable equipment such as lamps, irons, toasters, fans, sweepers and the like. Minor repairs does not include changes in, additions to, or repairs to permanent electrical wiring. An electrical permit is not required for the replacement of electrical fixtures, outlets and switches to an existing and approved electrical system.

#### WHO MAY RECEIVE AN ELECTRICAL PERMIT?

##### Homeowner.

An unlicensed person may receive an electrical permit if they are an owner/occupant homeowner and meet all 3 of the following:

1. The person is the owner of record of a single-family dwelling where the electrical work is being performed.
2. The person is doing the electrical work personally.
3. The person is occupying or will be occupying the structure as his/her established residence.

A homeowner must perform all work in compliance with the State's electrical codes. No work shall be done unless all permits, inspections and approvals are secured. The homeowner, under these circumstances does not need to possess an electrical contractor's license to receive an electrical permit. The homeowner contemplating doing their own electrical work must have the necessary knowledge to perform electrical work in compliance with codes and to work on electrical systems before attempting any work involving electricity.

No applicant for an electrical permit, other than a homeowner, may obtain a permit unless he or she possesses an electrical contractor's license or is an agent of an employer as noted.

##### Electrical Contractor.

There are two types of Electrical Contractors' license:

- **Electrical Contractor, General** may apply for and receive an electrical permit for all occupancies.
- **Electrical Contractor, Residential** may apply for and receive electrical permits for electrical work in 1-, 2- and 3-family residential occupancies.

**Agents of Established Maintenance Departments.** An agent of a maintenance department of the City of Toledo, a public institution or industrial plant may receive an electrical permit for work on electrical systems in or about the business premises. The agent's employer must maintain a department of maintenance for this purpose and the agent must sign the affidavit disclosing his agent status with his or her employer. (See "Additional Requirements & Conditions")

#### Exceptions:

- **Signs:** A licensed Sign Contractor may receive an electrical permit to install an electrical sign to an existing circuit. Only an Electrical Contractor, General, may receive an electrical permit to install a new circuit to the sign location.
- **Service Release:** Any person may obtain an electrical permit for a service release inspection prior to reenergizing the electrical system when no work has been performed.
- **Carnivals:** An owner or representative of a carnival may apply for and receive an electrical permit for electrical safety inspection.
- **Temporary Pole:** Anyone may secure this permit. No restrictions.

#### WHEN ARE PLANS REQUIRED

Plans are not required for work on 1-, 2-, or 3-family occupancies, but a circuit schedule must be on the job site for inspection.

Two sets of stamped plans are required from an Electrical Contractor General applying for permits for occupancies regulated by the OBC.

#### SPECIAL REQUIREMENTS

Carnival rides are inspected by the State's Dept of Agriculture. Generators for carnival rides require an electrical inspection. Inspections of generators or electrical services for carnivals or festivals should be made during normal business hours. Requests for special inspections after normal work hours or on weekends may be arranged through Building Inspection at additional charges.

#### "CROSSOVERS" FOR PERMIT ISSUANCE

A person possessing a Comfort Heating and Cooling Contractor's license with shop may install incidental wiring from electrical service panels in one-, two- and three-family dwelling houses to warm-air heating and cooling equipment being installed by a Comfort Heating and Cooling Contractor. No additional permit is required.

#### WHAT IS THE COST OF AN ELECTRICAL PERMIT?

See Toledo Municipal Code (TMC) §1307.03 Permit Fees or call the Division of Building Inspection (419-245-1220) for information.



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## **ELECTRICAL SERVICE RELEASE INSPECTION**

To activate an existing electrical service, an electrical service release permit must be obtained. The fee for this permit is fifty (\$50.00) dollars by itself but may trigger the base electrical fee charge of \$75.00. This fee is for one inspection to determine if it is safe to turn on the electrical service. A reinspection fee of \$75.00 will be charged for missed appointments or work deemed to be substandard and not in compliance.

### **YOU MUST BE AT THE HOUSE TO LET THE INSPECTOR INTO THE BUILDING.**

If the inspector approves the electrical service as safe to turn on, he/she will notify the Toledo Edison Company the next morning. The inspector does not certify or approve any other wiring at this time. Questions regarding when your service will be turned on should be referred to Toledo Edison customer service at 1-800-447-3333.

If the inspector does not approve the electrical service as safe to turn on, he/she will leave a correction notice. You will be required to obtain a new permit.

If you are the owner and occupant of a single family dwelling, you are allowed to obtain a new permit if you are doing the work yourself. If you do not understand or know how to do this work, you are required to hire a licensed electrical contractor to make the repairs and bring the building up to the standards of the Toledo Electrical Code. The fee for this permit is based on the size of the service installed. All other buildings (commercial, apartments and multi-family units) will require a new permit by licensed electrical contractors.

**Cashier's Initials**



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## WIRING STANDARDS GUIDELINES

### ELECTRICAL SERVICE

1. 12' from ground to weather head must be maintained
2. Service cable must be neatly strapped
3. Service cable connector must be tightened properly
4. Lugs and meter socket must be tightened properly (use contact paste with aluminum wire)
5. Plastic bushing must be in place in meter socket
6. All connecting service conduit must be properly tightened
7. An 8' ground rod must be driven and an approved clamp installed - #6 copper wire shall be installed to the rod
8. Bonding screw in service panel must be installed (to neutral bar)
9. Ground bushing must be installed and bonded to neutral bar in the main panel
10. Proper size breakers to be used proportional to wire size in panel
11. Proper size ground wire shall be run to the street side of the water service with a jumper wire around the water meter
12. Panel circuit directory to be filled out

### HOUSE WIRING

1. Living Rooms shall have at least two remote wall type duplex convenience outlets and one light fixture controlled by a wall switch or three remote wall type convenience outlets.
2. Bathrooms shall have 1 ceiling or wall type light fixture controlled by a wall switch and one wall type duplex convenience outlet with ground fault protection.
3. Kitchens shall have one ceiling or wall type light fixture controlled by a wall switch and three wall type duplex convenience outlets supplied by two appliance circuits.
4. Furnace rooms shall have one ceiling or wall type light fixture and one wall type duplex convenience outlet.
5. Laundry rooms shall have one ceiling or wall type light fixture and 1 grounded wall type convenience outlet supplied by a separate circuit.
6. All other habitable rooms shall have two remote wall type convenience outlets.
7. Existing standard fuses must be replaced with "S" type fuses and adapters.
8. All switch and outlet plates must be installed.
9. All power and lighting in house must be properly operating and checked by the permit holder.
10. Arc-fault protection for all new circuits is required by Article 210.12 of the National Electrical Code..

### BASEMENT WIRING

1. No. K.O's shall be left open.
2. All blank covers and pull chains shall be secured to boxes.
3. Existing BX cables, conduit, and greenfield shall be properly installed and secured.
4. Doorbell transformer shall be of grounded type.
5. All drop cords must be eliminated.
6. All rusted and deteriorated BX cables, conduits and boxes shall be eliminated.
7. All pendant-type lights shall be replaced.
8. GFI protection is required for all non-dedicated receptacles in unfinished basements.

### GARAGES

1. All 120 volt receptacles to be GFCI protected – this does not apply to door openers or dedicated outlet in space for freezer or refrigerator.
2. One light and one GFCI outlet per car space.

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**RECOMMENDED CIRCUIT SCHEDULE FOR RESIDENTIAL OCCUPANCIES**

<b>LIGHTING CIRCUITS:</b>		
<b>Porches, Hallways, Stairways, Foyers, Attics, Closets</b>		
	Side or Ceiling fixture outlet	60 VA
	Convenience Receptacle	150 VA
	Roof Exhaust Fan	100 VA
	Whole House Fan	500 Va
<b>Exterior</b>		
	Entrance or Exit door, Side or Overhand fixture outlet	60 VA
	Floodlights (per lamp holder)	150 VA
	Garage side door, Side or Overhang fixture outlet	100 VA
	Convenience Receptacle	300 VA
<b>Living, Family, Great Room; Sun Porch, Solarium, Breezeway; Library, Den, Study, Music Room; Recreation, Exercise, Sewing Room. etc.</b>		
	Side fixture outlet	60 VA
	Ceiling fixture outlet	150 VA
	Convenience Receptacle	300 VA
	Clock, Picture & Mantel outlet when located 4' above floor	50 VA
<b>Bedrooms and Dressing Rooms</b>		
	Side fixture outlet	60 VA
	Ceiling fixture outlet	150 VA
	Convenience Receptacle	100 VA
<b>Bathrooms and Lavatories</b>		
	Exhaust Fan	100 VA
	Side fixture outlet	100 VA
	Ceiling fixture outlet	150 VA
	Over the Mirror fixture outlet	200 VA
	Fan/Light outlet	200 VA
	Convenience Receptacle	500 VA
<b>Underfloor Space (crawl space)</b>		
	Lighting outlet	60 VA
	Convenience Receptacle	100 VA
<b>Unfinished Basement or Lower Level</b>		
	Ceiling fixture outlet (per 200 Sq. Ft.)	100 VA
	Convenience Receptacle	150 VA

<b>Garage</b>		
	Ceiling fixture outlet (per car space)	100 VA
	Convenience Receptacle (per car space)	300 VA
	Overhead door (motor) Receptacle	
	Detached garage, if wired, above shall apply	300 VA
<b>Paddle Fan</b>		
	All rooms	200 VA
<b>Dining, Dinette &amp; Breakfast Rooms</b>		
	Side fixture outlet	60 VA
	Ceiling fixture outlet	300 VA
<b>Laundry and Utility Area</b>		
	Side fixture outlet	60 VA
	Ceiling fixture outlet	150 VA
<b>Kitchen Area</b>		
	Sink, Pantry, Under counter fixture outlet	100 VA
	Exhaust Fan	100 VA
	Ceiling fixture outlet	200 VA
<b>APPLIANCE CIRCUITS:</b>		
<b>Dining, Dinette, Pantry, Breakfast Room &amp; Wet Bars</b>		
	Convenience Receptacle	500 VA
<b>Laundry &amp; Utility Area</b>		
	Laundry Receptacle	2000 VA
	Additional Receptacle	1000 VA
<b>Kitchen Area</b>		
	Refrigerator, Freezer, Gas Range Receptacle	500 VA
	Convenience Receptacle (Minimum of two circuits to serve the counter top area)	1000 VA
	Dishwasher and/or disposal (Shall be on a separate 20 ampere circuit with no other item)	2000 VA
	Trash compactor, inline water heater and other stationary or fixed appliances (Separate circuit or name plate rating)	
<b>SEPARATE CIRCUITS:</b>		
	Furnace and auxiliary equipment, A/C equipment outdoors, water pump, sump, heat pump, etc.	
<b>LIGHTING CIRCUITS:</b>		
	Total circuit VA shall not exceed 1500 maximum; minimum #14 AWG w/ground	
<b>APPLIANCE CIRCUIT:</b>		
	Total circuit VA shall not exceed 2000 maximum; minimum #12 AWG w/ground	