

## **Electric Permit Application Submittal Process**

A third party electrical inspection agency licensed by the Commonwealth of Pennsylvania will be chosen by the Electric Permit Applicant.

The project should be discussed with your chosen Third Party Inspection Agency to determine what submittals will be necessary to confirm code compliance. Plans, sketch or material list may be needed depending on how complex the project is.

Submittals will be reviewed and stamped as reviewed by your chosen Third Party Agency.

The stamped documents will then be submitted along with a completed Electrical Permit Application to Jenkintown Borough for issuance of the Electrical Permit.

Once the Electrical Permit is issued it will be the Permit Holder's responsibility to schedule the required inspections and submit proof of acceptance of the work by your chosen Third Party Agency. This can be done by cut cards or inspection reports indicating the work has been inspected for code compliance and passed.

When proof of an acceptable final inspection is submitted to Jenkintown Borough, the project file will be reviewed and, if acceptable, the permit will be closed out. In some instances, a site inspection may be required by the Jenkintown Borough Building Inspector to close out the project.

Due to the fact the chosen third party inspection agency will be performing the review and inspections, Jenkintown Borough will no longer base the permit fee by value of the project. Jenkintown Borough will have a reduced flat fee of \$35 for Residential Electrical Permit and \$75 for Commercial Electrical Permit.