

ELECTRICAL PERMIT CHECKLIST

Use this checklist to help gather all the required information and documents in order to submit a complete Electrical Permit Application.

Important Note

Property owners **MUST** use a licensed electrical contractor to perform electrical work on the property they own if the property will be offered for sale, rented or leased within 12 months of completing the work.

(SB 5267 modifying RCW 19.28.261 through 19.28.271)

Adult Family Homes: Property owners **MUST** use a licensed electrical contractor to perform electrical work on the property conversion to an Adult Family Home.

Over-the-counter (Non plan review)

You must apply online at [Lynnwood Permit Online Portal](#) to have a permit issued in less than 24 hours.

Over-the-counter issuance is available for:

- single-family residential fixture installations, like-for-like replacement
- the like-in-kind replacement of equipment under Class-A Electrical work,
- new or altered services is rated less than 100 AMP and do not exceed 250v to the total load for a TI,
- LED lighting upgrades, and Low-voltage systems installation.

Plan review is **REQUIRED** for the following projects

- Electrical plan review is required for all other new or altered electrical projects in multifamily, commercial, mixed-use, and tenant improvements, and educational, institutional, or healthcare occupancies defined in [WAC 296-46B-900](#).
- For new or altered services of increase in load of 100 AMPS or more:
 - New non-residential, multi-unit residential or mixed-use buildings. (Excludes low-voltage and voice data)
 - Existing or new commercial service alterations, generators, subpanels, transformers, feeders, or hazardous locations as defined by NEC
- Installation/altering a service or feeder rated 400 AMPS or more
- Work on electrical systems operating at over 600 volts

SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements.

Electrical Plans (plans depicting power, lighting, and all associated wiring for each floor.)

(Electrical plans not required for one and two-family residential)

Plans to be reviewed must be legible, identify the project name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person or firm responsible for the electrical plans.

- Cover sheet** including business park name, project name and business name, site address, suite number, code references, plan preparer name, and detailed project information, and Title block.
- Floor plans** or site layout to show the area where the electrical work is to occur. The plans must clearly show the electrical installation or alteration in the floor plan view. Where existing electrical systems are to supply additional loads, the plans must include documentation that proves adequate capacity and rating of the existing service.

- Floor plans (con't)**
 - **North arrow** indicating the direction north.
 - The **Proposed use or occupancy** of the various portions of the building in which the electrical work is to occur
 - A complete **riser diagram** for multiple-story or complex buildings
 - KVA and voltage at the utility transformer
 - Available fault current at service & Conduit sizes
 - **Identification** of Feeder and conductor size, material, and insulation types
 - **Voltage** at which any equipment will operate
 - **Arc Flash** information if applicable
 - Location and size of step-down or step-up **transformers**
 - Information on any **standby or emergency power systems**
 - **Service panel** size(s) and location(s) as well as **voltage and phase** information
 - **Lighting plans** showing regular and emergency lighting
 - Lighting controls, daylight zones, time-switch controls, light-reduction controls, dimmers, top light daylight zones, etc. in all locations (WSEC)
 - Controlled receptacles in all locations required by the WSEC
 - **Schematic of light switching** and locations of all **occupancy sensors**
 - **Fixture schedules** identifying watts per fixture and lumens per watt for both interior and exterior lighting that coordinates with your WSEC compliance form for lighting (WSEC)
 - **Smoke alarms and carbon monoxide detectors** location (if a Fire Alarm Electrical permit)
 - **Specialty electrical equipment** required for building code compliance
- Panel schedules** of all switchgear and panel boards
- Load calculations** of existing and proposed electrical works
- Available **Fault current calculations** for existing and upgraded equipment
- Lighting Budget Calculations** (*not required for one and two-family dwellings*). Compliance forms and related information may be found at the **Northwest Energy Efficiency Council (NEEC)**.
- Electrical specifications or equipment cut sheets**
- Any other information** pertinent to the project, or as required by the plans examiner
- Engineer's stamp and signature** on the electrical plans in the following cases:
 - Educational facilities, hospitals, and nursing homes
 - New or alterations of 4,000 sq ft or greater spaces
 - Services or feeders rated 1000 amperes or larger
 - Installations identified in the NEC that require engineering supervision
 - The unit is 400 lbs. or larger. Engineered **structural lateral and gravity force calculations & attachment details** are required
 - As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

Outdoor Equipment (if applicable)

- Site plan** showing location of outdoor equipment, in relation to property lines
- Roof plan** showing location of roof-mounted mechanical equipment and roof access point