

ELECTRICAL TRADE PERMITS - CHECKLIST

General Requirements for ALL Permits	<input type="checkbox"/> Permit must be pulled by a properly licensed Contractor or Owner-Builder <input type="checkbox"/> Contractors must be actively registered with the City of Fort Myers, with updated license and insurance information <input type="checkbox"/> Owner-Builders must personally appear to sign the Owner-Builder Disclosure Statement and Permit Application Visit our website at www.cityftmyers.com/1650/Electronic-Permits/ to learn about our Customer Self Service Portal.
Documents at Submittal	<input type="checkbox"/> Electrical Trade Permit application, completed in its entirety and signed by the license holder or owner-builder. (Note: The Job Valuation on the permit application shall be consistent with Fair Market Value as determined using the current edition of RS Means) <input type="checkbox"/> Owner-Builder Disclosure Statement, if being pulled as owner-builder
Plans at Submittal	<input type="checkbox"/> One (1) set of drawings by a licensed design professional shall be required for commercial jobs over \$125,000 and 800 amps (240 volts) <input type="checkbox"/> No Drawings shall be required for 1 & 2 family homes, or for minor electrical repairs and like-for-like replacements of luminaires or devices on multi-family/commercial buildings, provided this is the extent of the scope of work for the project. <input type="checkbox"/> One (1) set of drawings (1 set) by a licensed Electrical Contractor shall be required for service changes, service upgrades, adding new electrical luminaires, devices, etc., on multi-family/commercial buildings, or for any other job not meeting the scope of the above.
Documents at Issuance	<input type="checkbox"/> Proof of Ownership, if the ownership on Lee County Property Appraiser Website (www.leepa.org) differs from the Permit Application
Documents Prior to Inspection	<input type="checkbox"/> Certified Copy of recorded Notice of Commencement for jobs over \$2,500. <input type="checkbox"/> Pre-Power/Tug Request Form – if temporary power is needed (\$50 fee for Multi-Family/Commercial Permits)
Inspections	<input type="checkbox"/> 301 T-Pole – If electrical power from the house cannot be used and temporary construction power is required, the temporary service pole must be inspected prior to the service being connected (no form/no fee) <input type="checkbox"/> 302 Tug – for residential projects requiring temporary construction power (requires form; no fee) <input type="checkbox"/> 303 Service Change – for disconnect/reconnect of service (time inspection can be requested through IVR) <input type="checkbox"/> 304 Rough Electric – Schedule after all electrical boxes and rough wiring is installed ((prior to concealment)) <input type="checkbox"/> 305 Electric Final – Schedule after power is connected and all electrical work has been completed and all electrical trim is installed <input type="checkbox"/> 310 Pre-Power – for commercial projects requiring temporary construction power (requires form and fee) <input type="checkbox"/> 320 Underground Electric – for underground wiring that cannot be seen at final ((prior to concealment)) <input type="checkbox"/> 330 Above Ceiling Electric – Schedule once all fixtures are installed in the ceiling grid ((prior to concealment))