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## **ELECTRICAL PERMIT REQUIREMENTS**

### **Required inspections ~ When to request a required inspection**

1. Underground Inspections: Call when trench is excavated, conduit and cable is installed, prior to backfilling.
2. Rough Electric: Call when ALL rough framing, rough electric, rough plumbing, and rough mechanical is complete, all fireblocking and draftstopping installed, and all penetrations are firestopped. **The rough electric inspection shall be coordinated with the other trades, as the Building Inspector, Electrical Inspector and Plumbing/Mechanical Inspector will perform the rough inspection at the same time.**
3. Final Inspection: Call when ALL systems and components are complete, all electrical fixtures in-place, properly connected/protected, prior to occupancy. **The final inspection shall be coordinated with the other trades, as the Building Inspector, Electrical Inspector, Plumbing/Mechanical Inspector and Fire Inspector will perform the final inspection at the same time.**
4. Service Upgrade Inspection: Call when City of Allentown minimum service upgrade requirements are complete with cut-in.

### **HOW TO SCHEDULE AN INSPECTION**

**Inspection Requests shall be made a minimum of twenty-four (24) hours prior to the inspection.**

1. When you obtain your electrical permit, ask for the business card and direct telephone number for the inspector in your area.
2. Call your inspector to make specific arrangements for your inspection. The inspectors are in the office Monday through Friday 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m.
3. The owner or the owner's agent **MUST** be present during the inspection. **An inspector will not enter a building or property without being accompanied by the owner or the owner's agent.**
4. The appropriate permits shall be clearly posted.
5. The approved plans shall be on-site and available to the inspector.