

**HERNANDO COUNTY
PERMIT APPLICATION CHECKLIST
COMMERCIAL ELECTRICAL**

All Electrical permits must be applied for by an electrical contractor registered with our Licensing Department. If you are State certified you must still be registered with our Contractor Licensing Department. Please contact: 352-754-4050, Contractor Licensing to register. If you are working on a project that has a General Contractor and going to be the trade sub and you have registered, all you need to do is submit a sub-contractor affidavit. (Please use Hernando County Sub-Contractor affidavit.) This can be faxed to our office.

To apply for an Electrical Permit you will need:

- 1) **3 Page application** – filled out with a key number (you can obtain this from the Property Appraiser's screen online), legal description, description of work to be done, name of project (what business you are performing the work for) and the location address of where the work will be done. The space for Electrical Contractor must be filled out, along with the contact person area, if someone else will be responsible for answering questions or is to be notified when permit is ready for pickup. The application needs to be signed by the qualifier on file for the business. If anyone other than the qualifier is signing the application, a Hernando County authorized agent form must be submitted. The original will be produced each time a permit is applied for and the permit technician will make a copy for the permit file. The original will be returned to the holder.
- 2) **Complete electrical drawing** showing a diagram of work to be done, with all parts labeled for the Plans Examiner to review. There needs to be a written description of the scope of work stating procedure and describing construction methods, supplies used etc. It must be clear to the Plans Examiner as to what is being done or the permit application will be placed on hold. The drawing must have the Project name, location, Contractor's name or business, along with number registered under with Hernando County and the drawing needs to be **signed** by the contractor. The diagram must state: **"This work complies with the 2011 NEC"**
- 3) If value of work done is over \$2,500 a certified copy of recorded **Notice of Commencement**, with the BLUE seal must be turned in when picking up permit.
Fees are determined by the Plans Examiner.

***Notice**

Electrical inspectors will now perform same day inspections on permits requiring power disconnect and reconnect. "Emergency Releases" will no longer be automatically issued with permits. Contractors will schedule an inspection for the same day that the work is going to be done. In order for the power to be released to the appropriate utility company, the Contractor will have the responsibility of contacting one of the Electrical Inspectors before 8 AM on the day of the inspection. To avoid reconnection delays, please be sure to contact an Electrical Inspector no later than 8 AM on the morning that you plan to disconnect power.

Building Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Electrical Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Plumbing Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Mechanical Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Roofing Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Underground Utilities Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Paving Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Gas Line Contractor (within building only):	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for **ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, ETC.**

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT FOR JOBS IN WHICH THE VALUATION EXCEEDS \$2500.00 MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner or Agent (Including Contractor)

State of _____

County of _____

The foregoing instrument was sworn to and subscribed before me this _____ day of _____ by _____, who is () personally known to me or who has () produced _____ as identification.

NOTARY PUBLIC

Application approved by _____
Commercial Permit Representative

Hernando County Building Division
789 Providence Blvd.
Brooksville, FL 34601
Phone: (352) 754-4050 Fax: (352) 754-4151
www.hernandocounty.us/bldg