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## Electrical Service Change Checklist

### WHEN DO I NEED A PERMIT?

The change of electrical service, whether Commercial or Residential, requires an Electrical Permit be issued.

Job address: \_\_\_\_\_

### REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) (Electrical checked) from a licensed Electrical contractor or owner-builder.

Submit an [owner-builder affidavit](#), should the applicant utilize Florida Statute 489.103 Exemptions and assume responsibilities of contractor. (Owner/Builder not applicable for Commercial properties or condominiums).

Submit a riser diagram from an Architect, Engineer **or** from an Electrical Contractor; and

- Must include the Architect, Engineer **or** Electrical Contractors' signature and license number.
- Must include the property address.
- Must show the size of the service, conductor sizes, panel schedules and grounding electrode system.
- Indicate if it will be a change from overhead to underground.
- Indicate if it is crossing an alley, if so Engineering will require additional information.

Provide a load calculation, if additional loads are being added such as: Pool, A/C, etc.

### NOTICE OF COMMENCEMENT (NOC)

A recorded Notice of Commencement is required to be submitted when the contract price is greater than \$2,500.00. An pending submittal of a notice of commencement will not stop the issuance of a permit, but it will not allow the first inspection scheduling. Please visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

Please note: This checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

**I certify to the best of my knowledge that all applicable documents have been submitted.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1