

**Change in Procedure for residential projects - Effective date June 1, 2006.**

All residential projects (new house, room addition, swimming pool, etc...) that include building, electric and zoning will be included on one permit (one joint application). To accomplish this, we have made some minor revisions to our application, permit card, and permit letter.

***Additional information that needs to be completed (included) on the permit application***

- the name, address, and contact information for the electrical contractor;
- the CE and ME numbers of the electrical contractor;
- the utility company (Duke Energy or Owen County Cooperative);
- if temporary electric service is required;
- if the electrical service will be overhead or underground;
- Federal tax ID numbers for general contractor and electrical contractor

***Additional information (documents) that will be needed when applying for a residential permit***

- a copy of the electrical and HVAC contractors' Kentucky workers compensation and liability insurance (or an affidavit showing why there exempt); we have this information on file for most contractors; and
- a copy of the electrical and HVAC contractors' occupational license, if not on file already.

**The permit card and letter will now include the following information related to this change in procedure:**

- the permit card will show two fees (and the total), one for building and zoning and the other for the electrical work / inspection;
- the permit card will indicate all the work authorized under the permit: general construction of what's being built, HVAC, electrical, etc.;
- the permit letter will indicate all required building and electrical inspections;

Other information regarding this change in procedure

- stand alone building or electrical projects (where one type of work is pursued without the other) will be handled as always;
- re-inspection fees, including electrical re-inspection fees must be paid prior to a final inspection being performed; and
- if a property / home owner plans to do his/her own electrical work, he or she will need to apply for a separate electrical permit.