

Permit No. _____

Date _____

BUREAU OF ELECTRICITY

APPLICATION TO PERFORM ELECTRICAL WIRING IN THE CITY OF ALTOONA

Street and Number _____ Occupied as _____

Owner or Occupant _____ Address _____

Building – New or Old

Work – Additional or New

Wiring or Fixtures

EQUIPMENT AND WIRING

Rough Wiring Outlets					Fixtures			Motors			Apparatus – Misc.		
Sw.	Light	Recep.	Total	Fee	Type	No.	Fee	H.P.	No.	Fee	Type	No.	Fee
Sub Total Fees													

Other Work _____ Total Fee _____

or

Size of Service _____ Type of Service _____ Temporary Permanent _____

and

Size of Main _____ Sub Main _____ Branch _____ Number of Circuits _____

Remarks _____

GPU I.D. # _____ Work Started _____ Ready for Inspection _____

Master Electrician Sign Here _____ Telephone No. _____

SPACE BELOW FOR INSPECTORS USE ONLY

Received by Inspector _____ Inspected _____ Call for Service _____

Defects Noted _____

Electrician Notified _____ Correction Made _____ Reinspected _____

Electrician Notified to Make Application for 2nd Reinspection _____

Remarks: _____

Meter Number _____

INSTRUCTIONS FOR FILING PERMIT APPLICATION

1. Only a registered electrician or his authorized representative can file for a permit.
2. Delete portions of application not applicable. Calculate fees from inspection fee schedule. Incomplete listing of equipment will require fee payment before filing further applications.
3. Permits should be taken out **before** the work is started. This procedure will prevent the frequent occurrence of being ready for an inspection and not having a permit.
4. The electrician will be responsible for having the correct name and address on the form, also, for insuring that the building will be open for the inspector. The inspector does not have time to locate and return keys. The electrician may leave and later pick up a properly tagged key at the electrical bureau office.
5. For your convenience, the form together with check for the proper fee (payable to the City of Altoona) may be mailed to the BUREAU OF ELECTRICITY, 1301 Twelfth Street, Altoona, PA 16601, who will send the applicant the receipted forms.
6. Electricians may contact the Electrical Bureau @ 949-2454 or 949-2446. The inspector will usually be in the office on all week days from 7:30 to 8:30 a.m. If unable to contact the inspector at above time, leave message with the permit clerk.
7. Notify the permit clerk or the inspector when the work is ready for inspection. Referring to the **application number** in all calls pertaining to an inspection will greatly simplify the call and aid in locating the proper application
8. In any repair work in which the extent of repairs may be in question (fire, service entrance failure, disconnection due to bad wiring, underground service zone, etc.) contact the City Inspector **before** starting the work.
9. Inform your customers to contact you rather than the Electrical Bureau in regard to inspections, service connections, etc. The bureau prefers dealing with the electrician rather than the customer.
10. It is very important that a permit be **immediately** lifted after contracting to repair a job in which the owner has received a hazardous wiring notice. If the service has been disconnected due to failure to lift the permit, the service will not be reconnected until the work is completed.

INSPECTORS NOTES

Location _____

Meter Number _____

Defects: _____

EQUIPMENT

	Bsmt.	1st Floor	2nd Floor	3rd Floor	
Sw.					
Li.					
Rec.					
Fix.					
H.P.					
App.					