

AMENDED PERMIT PROCESS

Electrical Permits

All work must comply with the conditions of the approved permit. Deviations that impact conditions of the prior approval must be re-submitted for review through the amended permit process. This information sheet summarizes common deviations requiring an updated permit and the associated process.

CHANGES TO PERMITTED ELECTRICAL PLANS

Minor deviations may be approved as ‘field changes’ at the discretion of the electrical inspector. Major changes to the permitted construction plans must be resubmitted to the plans examination unit for approval through the amended permit process.

Major deviations requiring an amended permit include changes to the following:

- Plans sealed by a professional engineer (PE).
- Work that affects declared value on permit (increase only).
- Work that increases electrical loads.
- Scope of work (increase only).
- Work within a designated flood zone.
- Change of Electrical Inspection Agency.

The following work is **not** eligible for an amended permit:

- Expansion of work area.
- Deviations from permits issued without plans.
- Changes that affect load calculations / battery calculations.

The following is considered “minor deviations” work, which may be eligible for field change approval:

- Relocation of devices (with no change in device type or size).
- Reduction in scope of work (not related to PE sealed plans).
- Use of materials that are more code compliant.

CHANGE IN CONTRACTOR

An amended permit is not required for change in Electrical Contractor.

APPLICATION REQUIREMENTS

Amended permit applications are subject to standard application procedures and must be submitted online using eCLIPSE or in-person through the Permit and License Center located on the public services concourse of the Municipal Services Building.

The amendment request must always reference the original permit number. All changes made will be recorded under the original permit record. Please review the options below to initiate the amendment process.

In-Person / On Paper – For applications originally filed with paper plans this method must be followed.

- 1.) Complete the Application for **Amendment or Extension to Issued Permit** application form and describe the extent of all revisions.
- 2.) Bring **three (3) copies** of revised plans or other documents for review to the Permit and License Center.
- 3.) For Changing of Electrical Inspection Agency (EIA), the following must be provided:
 - a. A completed **Third-party Inspection Agency Change Request** form signed by both the owner / owner's representative and the new EIA confirming their association with the permit.
- 4.) Pay an amendment **filing fee** using any form of payment accepted by the Department.

Online through eCLIPSE – Those permits filed online in the eCLIPSE portal may request an amendment through the permit record on the portal.

- 1.) **Login** and navigate to the **My Activities** section for *Issued* permits associated with your account.
- 2.) Click on the permit record and look for the Permit Activities heading on the right-hand side of the screen.
- 3.) Under the **Amend Permit** subheading an Amend Permit button will appear.
- 4.) Provide a **detailed description** of the request and electronically **upload** any revised sheets.
- 5.) For Changing of Electrical Inspection Agency (EIA), the following must be uploaded:
 - a. A completed **Third-party Inspection Agency Change Request** form signed by both the owner / owner's representative and the new EIA confirming their association with the permit.
- 6.) Pay the **amendment filing fee** for the Department to evaluate the request.

FEES

At the time of filing or online request there will be a charge of **\$50**.

For amendments requiring plan review, the minimum permit fee charged upon approval will be **\$77** or **\$20 per revised page submitted**, whichever is greater. Filing fees paid at the time of submission will be credited toward the final billing amount.

For amendments to change the Electrical Inspection Agency (EIA), there will be no transfer permit fee beyond the initial **\$50**.

For amendments that require no plan review, there will be no charge beyond the initial **\$50**.

Paper submissions will incur a **\$4 per page** imaging fee. Surcharges of **\$7.50** will apply.

PROCESSING TIME

Amendments will be processed within standard review time of **twenty (20) business days**.

Amendment requests are not eligible for Accelerated Review.

For changes in ownership only as listed on any permit, the request will be processed the **same day if filed in-person** with adequate documentation and within **five (5) business days if processed online**.