



## Electrical Certification Form for Public / Charter School (Group E Occupancy)

Complete and submit this form to document substantial code compliance of the school building electrical system as required for  
Special Certificate of Inspection as per [Philadelphia Code A-703](#).

### Property Information

Provide the facility address  
and name.

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Address: \_\_\_\_\_

Facility Name: \_\_\_\_\_

### Facility Owner/Owner's Agent

Provide the contact  
information for the facility  
owner/owner's agent.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Inspector Information

Provide the name of the  
electrical inspector  
licensed by the City of  
Philadelphia and employed  
by a licensed inspection  
agency.

**Or**

Provide the name of the  
electrical contractor or  
inspector license by the  
City of Philadelphia who is  
employed on a full-time  
basis by the owner of the  
facility.

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Contractor / Inspector Name: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Inspection Agency Name (if applicable): \_\_\_\_\_

Electrical Inspection Agency License #: \_\_\_\_\_

### Electrical Certification

Verify the certification  
activity by checking the  
box adjacent to the  
certification activity.

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**Every occupied building shall be provided with an electrical system in compliance with the requirements of Section PM-604 and PM-605.**

Certification Activity	Certification Activity Verified
Electrical service is adequately sized, grounded / bonded:	<input type="checkbox"/>
Electrical switch and equipment are in operable condition and free from defects that would prevent normal operation:	<input type="checkbox"/>
Electrical wiring is in operable condition, secured, and free from defects creating an electrical hazard or short:	<input type="checkbox"/>
Electrical plates, covers, and protection devices are installed:	<input type="checkbox"/>
Labeling and identification method of electrical system is present:	<input type="checkbox"/>
The use of portable appliances, multi-plug adapters and extension cords is compliant with Section 604 of the Philadelphia Fire Code:	<input type="checkbox"/>



Department of  
**Licenses and Inspections**  
 CITY OF PHILADELPHIA

**Electrical Certification**  
 (continued)

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No other hazards identified in Section 604 of the Philadelphia Fire Code or Section 604.3 of the Philadelphia Property Maintenance Code are present:	<input type="checkbox"/>
Every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room contain at least one electrical luminaire in accordance with Section 605.3 of the Philadelphia Property Maintenance Code:	<input type="checkbox"/>
Emergency power is in compliance with Sections 1008.3 through 1008.3.5 of the Philadelphia Fire Code:	<input type="checkbox"/>
All electrical equipment closets / rooms shall not be used for storage / maintenance office space.	<input type="checkbox"/>
All electrical equipment shall be free of clutter / combustible materials and maintain workspace clearances as required by NEC Article 110.26.	<input type="checkbox"/>
Comments:	

**Declaration & Signatures**

*By accepting this statement, I, the licensed electrical inspector, or contractor shown on this form, certify that this electrical system(s) has been properly inspected for functional operation in accordance with current Property Maintenance, Fire Code, and NFPA standards adopted by the jurisdiction. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to complete the certification. I understand if I knowingly make any false statements herein, I am subject to such penalties as may be prescribed by law or ordinance, inclusive of the penalties contained in 18 Pa. C.S. § 4904.*

*Any deficiencies found are noted in the report and have been reported to the Building Owner/Manager for corrective action. The Electrical Certification Deficiency Form (EP\_005\_F) shall be submitted to the Department of Licenses and Inspections when deficiencies are not corrected within 90 days.*

**Signature of Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Facility Owner / Owner's Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_