



## **Electric Permit Instructions**

### The Electric Permit Form

- Job address is the location of the job site.
- Building or property owners name, permanent address, city, state, zip code and telephone number.
- Contractor, address, city, state, zip code, telephone number and license number.
- Building permit number – you must reference the number one permit if there is one.
- Occupancy Group
- Electrical Valuation- this is the total value of your project including labor, materials.
- Square footage- means the square footage of your project.
- Use of building- choose between, residential or commercial.
- Class of work- choose between new, addition, alteration, repair or other.
- Description of work- include a description of the work you intend to complete such as “wire new construction” or “remodel kitchen and baths” or ...
- If you are the contractor for the permit, read the Owner/Applicant section, sign, print and date.
- Payment of Pitkin County Use Tax, choose one of the three options provided, if you are unsure call Finance Department of Pitkin County and ask for help, 920-5220.