Electrical Permit Checklist for Commercial or Multi-Family Permit Submittals

The following items must be provided to properly apply for a commercial or multifamily electrical permit. Plans and application cannot be accepted if the requested information is incomplete. Include this checklist with your application.

Information on Plans shall include the following:

- Identify the name and classification of the facility and clearly show the electrical installation or alteration in floor plan view, include all switchboard, panelboard, and other equipment.
- Locator map showing location of work at the building site.
- Documents shall indicate where penetrations will be made for electrical systems and shall indicate the materials and methods for maintaining required structural safety, fire-resistance rating, and fire blocking.
- The proposed use or occupancy of the various portions of the building in which the installation is to be made.
- A complete one-line diagram (including grounding).
- The load calculations and demand factor selected for each branch circuit, feeder, sub-feeder, main feeder, service panel.
- Panel circuit schedules shall be shown and shall include panel size, feeder size, feeder overcurrent protection, branch circuit overcurrent protection, actual circuit load, conductor size and circuit voltage.
- Fault current calculations and the listed interrupting rating for each service and/or feeder.
- Key to any symbols used.
- Letters and numbers designating mains, feeders, branch circuits, and distribution panels.
- Wattage and type of lighting fixture.
- Exit sign and egress lighting location (show emergency lighting circuit when required by building code).
- Wattage and use of all special purpose outlets.
- Identification of size of wires, type of insulation, and all conduit sizes
- Lighting Budget Calculations form per Washington State Energy Code (WSEC) for installed lighting wattage. The energy code resources are provided at waenergycodes.com. NOTE: you must set up an account through the website to access these tools and forms.
- Include information on the plans showing compliance with requirements of WSEC Lighting, Motor, and Transformer Permit Plans Checklist where applicable.
- Any other information as may be required by plans examiner.

All electrical plans for the following installations shall be prepared by, or under the direction of, a consulting electrical engineer and must bear the engineer's stamp and signature.

- All educational facilities, hospitals, and nursing homes.
- All services or feeders rated 1600 amperes or larger.
- All installations identified in the NEC requiring engineering supervision.
- As required by the Building Official for installations which by their nature are complex, hazardous or pose unique design problems.

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