

**City of Toledo – Division of Building Inspection**  
**One Government Center, Suite 1600, Toledo, OH 43604**

**WHEN IS AN ELECTRICAL PERMIT REQUIRED**

An electrical permit is required for alterations, additions or upgrading of wiring systems in all existing buildings.

A permit is required for all new residential and commercial buildings, additions or alterations to wiring systems and installation of new light fixture outlets, receptacle outlets or whenever a structure is altered requiring relocation of wiring or electrical outlets.

An electrical permit is not required to complete minor repairs. Minor repairs means the installation or replacement of light bulbs or fuses, repair to portable equipment such as lamps, irons, toasters, fans, sweepers and the like; but a minor repair does not include changes in, additions to or repairs to permanent electrical wiring.

An electrical permit is not required for the replacement of electrical fixtures, outlets and switches to an existing and approved electrical system.

**WHO MAY RECEIVE AN ELECTRICAL PERMIT**

**HOMEOWNER:**

A person may receive an electrical permit if they meet all three of the following:

1. He/she is the owner of a single family dwelling where the electrical work is being conducted; AND
2. The person is doing the electrical work personally; AND
3. The person is occupying or will be occupying the structure as his/her established residence.

provided, however, all work is done in conformance with the provisions of the Building Code. No work shall be done unless required permits are secured, inspections performed and approvals granted as required by the Toledo Municipal Code. The homeowner, under these circumstances does not need to possess an electrical contractor's license to receive an electrical permit. It is strongly encouraged that the homeowner contemplating their own electrical work have the necessary tools and proper knowledge of electrical systems before attempting any work involving electricity.

No applicant for an electrical permit, other than a homeowner, under the conditions noted above may apply for or receive an electrical permit unless he or she possesses an Electrical Contractor's license or is an agent of an employer as noted below. There are two types of Electrical Contractor's license as follows:

**ELECTRICAL CONTRACTOR, GENERAL**

An Electrical Contractor, general may apply for and receive an electrical permit for all occupancies.

#### ELECTRICAL CONTRACTOR, RESIDENTIAL

An Electrical Contractor, residential may apply for and receive an electrical permit for electrical work in one, two and three family residential occupancies.

#### AGENTS OF MAINTENANCE DEPARTMENTS OF THE CITY OF TOLEDO, PUBLIC INSTITUTIONS AND INDUSTRIAL PLANTS.

An agent of a maintenance department of the City of Toledo, a public institution or industrial plant may receive an electrical permit for work to be completed on electrical systems in or about the premises of the agent s employer when the premises are utilized for the conduct of the employer s business. The agent s employer must maintain a department of maintenance for this purpose and the agent must sign the affidavit disclosing his agent status with his or her employer.

#### EXCEPTIONS:

Signs: A licensed Sign Contractor may receive an electrical permit to install an electrical sign to an existing circuit. Only an Electrical Contractor, general, may receive an electrical permit to install a new circuit to the sign location.

Service Release: Any person may obtain an electrical permit for a service release inspection prior to reenergizing the electrical system when no work has been performed.

Carnivals: An owner or representative of a carnival may apply for and receive an electrical permit for electrical safety inspection.

Temporary Pole: Anyone may secure this permit. No restrictions.

#### WHEN ARE PLANS REQUIRED

No electrical plans or drawings are required from a homeowner or an Electrical Contractor at the time of permit applications for work contemplated on one, two or three family occupancies. However, a circuit schedule must be on the job site at the time of inspection.

An Electrical Contractor, general, when applying for electrical work to be done in any occupancy other than one, two or three family must submit one complete set of electrical plans or drawings when applying for the electrical permit.

#### SPECIAL REQUIREMENTS

Carnivals: If an applicant for an electrical permit for a carnival indicates that he has received a waiver of fees by action of the City Council, the CPC tech should pull the ordinance from the bin marked "Carnival Ordinances". The ordinance number should be placed on the permit application form. However, the waiver of fees is only good during

normal working hours. Should an inspection be required after normal working hours, overtime fees must be paid. All electrical installations must comply with NEC Article 525.

#### "CROSSOVERS" FOR PERMIT ISSUANCE

A person possessing a comfort Heating and Cooling Contractor's license with shop may install incidental wiring from electrical service panels in one, two and three family dwelling houses to warm air heating and cooling equipment being installed by the Comfort Heating and Cooling Contractor. No additional permit is required.

#### HOW MUCH DOES THE ELECTRICAL PERMIT COST

See Toledo Municipal Code Section 1307.03(d) Permit fees.