

Next Step Inspections, LLC

Application Guidelines

1. Page 1: Complete all applicable information in each section. Section V of the application must be signed and dated by the applicant. Provide a Project Contact Name, email and phone number in Section II.
2. Page 2: Complete Section VIII as accurately as possible. Items missed on the original application must be amended on the application and fully paid before the additional work begins.
3. Application needs to include all normally required inspections. Re-inspections of disapproved inspections will be charged an additional inspection fee and must be paid before re-inspection.
4. Issued permits are non-transferable and non-refundable.
5. The permit holder must request an inspection as far in advance as possible. The inspector's normal route times are Tuesday and Thursday 8am to 6pm. No hourly appointments. Same day inspection of utility disconnect/re-connect of service must be scheduled between 11am-1pm.

Permit Guidelines

1. Homeowner Permit: A permit will be issued to the owner of a single-family home that they occupy or are about to occupy. Homeowners must install all electrical wiring and equipment themselves. Homeowners are required to comply with Section V and Section VI on Page 1.
2. Contractor Permit: A permit will be issued to the registered electrical contractor who employs a licensed master electrician.
3. Contractors or homeowners who begin electrical work before receiving a written electrical permit may be subject to paying double the permit fee to initiate an investigation and/or will be issued a Violation and Notice of Hearing to appear before the Administrative Hearings Bureau and subject to all costs incurred.
4. Fraudulent applications will result in the revocation of the associated permit and the applicant and individual(s) performing electrical work fraudulently will be issued a Violation and Notice of Hearing to appear before the Administrative Hearings Bureau and subject to all costs incurred.

Inspection Guidelines

1. New construction permits require a minimum of a new service, a rough-in, and a final inspection. If a temporary service is requested (1) additional line item #2 service and (1) additional service inspection #31 is required. Please note that an inspection fee is per site visit. (Example, if you have a service, rough-in and underground ready to be inspected on the same site visit, only 1 inspection fee is required.)
2. Most re-model permits require a minimum of (1) rough-in and (1) final inspection.
3. A rough-in, underground, or other inspection must be conducted and approved before covering; such as installing insulation, sheet-rock, paneling, aggregate or other materials that may conceal any wiring, conduit, etc. If it is concealed before inspection, the permit holder is responsible for all the costs resulting from uncovering and replacing the covering material.
4. Underground inspections must be conducted and approved before back filling or closing any trench including parking lots and street crossings. If wiring methods are concealed before inspection, the permit holder shall be responsible for all costs resulting from uncovering and replacing the covering material.

Fee Guidelines

1. All Items included on application must be paid in full before a permit is issued.
2. Items missed on the original application must be amended/added on the application and fully paid before the additional work begins.
3. Application fees are non-refundable.
4. Permit item fees are non-refundable after permit issued and work begins.
5. Re-inspections of dis-approved inspections will be a charged an additional inspection fee and must be paid before re-inspection.

Section I: Homeowner name & Job location. Fill out all parts. One of the building permit boxes must be checked.

Section II: Contractor/Homeowner Information: If your home address is the same as the job location, mark same as above or write in your current mailing address and check the homeowner box. Be sure to include the property ID number. Note that all the other boxes are for licensed electrical contractors and the homeowner only needs to fill in your telephone number and email.

Section III: Type of Job: Mark the box that applies to your installation. If there is no appropriate box, mark other, and write type of work it is. Note: Description of work must be completed to issue permit.

Section IV: Plan Review Required: Plan review is usually for commercial and industrial jobs, Service or feeder must be over 400 amps and the size of the project exceeds 3500 square feet. Plans may be required for projects with unusual design characteristics. Complete electrical drawings stamped by an architect or engineer must be submitted, plan review fees are calculated at 60% of the electrical permit fees, paid before a permit can be issued.

Sections V & VI: Read both parts. Applicant Signature & Homeowner Affidavit: Homeowners can apply for and be issued their own permit only if they are capable of performing their own work and also reside or will reside at the address. Homeowners should read the affidavit carefully as they are liable for all the electrical work, including personally installing it and scheduling inspections. It is a violation for a landowner to alter electrical equipment in rental or flip properties.

Section VII: This is informational only.

Section VIII: Fee chart: Any item you are installing has a fee. The fees shown on the application are itemized: #1 thru #32 and Item #1 and #30 must be included on all applications. If a service is needed then 1 item #2 thru #6 should be marked, unless you are installing a temporary service for new construction then (2) services would be required. Item #7 is the number of the circuit breakers you will install in electrical panels. (1) Item #8 includes up to 25 fixtures. Item #16 (feeder) is required for all panels after the outside emergency service disconnect. Items #23 thru #25 are for commercial fire alarms (not residential smoke detectors). Please call me if you have any questions on your installations at 574-876-8838.

Section IX: Very important to read and understand the instructions and responsibilities of the permit holder under section IX.

Section X: Utilities: MEC WO # or AEP OPS # is needed if a new, temporary, repaired or replaced electrical service is to be installed and the power company needs to be notified. They will issue a WO# or OPS#. If it's not available at time of permit application, then it must be given to the inspector at time the inspection is requested.