



Building, Planning & Zoning Department

28 East Main Street
West Jefferson, Ohio 43162

Thomas A. Hale, Director
Phone: 614-379-5246 Fax: 614-879-5326

RESIDENTIAL ELECTRICAL PLAN APPROVAL APPLICATION

PLEASE PRINT OR TYPE

PERMIT NUMBER _____

1. PROJECT INFORMATION:

Street Address _____
City/State/Zip _____
Parcel No. _____
Project Description: _____

This project is:

- New Construction
- Alterations or Repairs
- Service Only

Power Company provider;

Ohio Edison Notification# _____

2. PROPERTY OWNER

Name _____
Address _____
City, State, Zip Code _____
Phone _____ Cell _____
Email _____

3. CONTRACTOR

Company Name _____
Name _____
Address _____
City, State, Zip Code _____
Phone _____ Fax _____
Cell _____
E-Mail _____
License # _____

4. APPLICANT/PERSON RESPONSIBLE:

Company Name _____
Contact Person _____
Address _____
City, State, Zip Code _____
Phone _____ Cell _____
E-Mail _____

I hereby certify that I am the Owner of Record or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to ALL laws of the County and the State, and that all information on this application is truthful to the best of my knowledge. I also understand that UPFRONT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

Applicant Signature _____

Date _____

OFFICE USE ONLY

Intake Person _____

Upfront Fee Paid \$ _____

Plan Review Approved by _____ Date _____

Plan Review Comments _____

Balance Due \$ _____

Notified Permit Ready _____ Date _____

Date Picked Up _____

RESIDENTIAL ELECTRICAL PLAN SUBMITTAL FORM General Instructions

- The plan submittal form must be filled out completely.
- The application may be faxed or emailed to our office at anytime. Once the application is approved the staff will call the applicant indicating approval and total cost of permit.
- All work shall conform to the 2017 National Electrical Code.
- Inspections may be requested no later than 3:30 pm the day before the date of the inspection. The phone number is 614-379-5246 or 614-379-5250. Office Hours: Monday-Friday 7:30 am - 4:30 pm closed from 12:00 to 1:00.

Submittal Requirements

1. Submit a one - line drawing complete from the point of service delivery from the utility, showing the size and type of all service conductors, grounding conductors, raceways, feeders and all panels and sub-panels.
2. Indicate the temperature rating of lugs if conductor size is based on ratings greater than 75°
3. Provide panel schedule if adding new circuits.

Application will not be accepted unless signed and dated.

Contact Information:

The Village of West Jefferson
Building, Planning and Zoning Department
28 East Main Street
West Jefferson, Ohio 43162
(614) 379-5246 or 614-379-5250
(614) 879-5326 fax

Office Hours

7:30 am to 4:00 pm
12:00 - 1:00 closed
Monday through Friday

Thomas A. Hale, CBO, RBO
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