



City of Atlanta
Office of Buildings
55 Trinity Avenue, Suite 3800, Atlanta, GA 30303
Phone: (404)865-8550

Why would I need an *Electrical Permit*?

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks, such as structural failures, fire hazards caused by electrical and heating systems, and electrical shock. They also help eliminate costly repairs for shoddy work and save money in the long run. Permits are required for all new construction as well as for specific alterations to existing homes, including structural, plumbing, mechanical, and electrical changes

When do I need an *Electrical Permit*?

An electrical permit is required when you:

- Install or alter any permanent wiring or electrical device.
- Running additional wiring in your home.
- Installing a new electrical outlet or light fixture.
- Installing a receptacle for a garage-door opener.
- Converting from fuse box to circuit breakers.
- Install or alter low-voltage systems, such as security alarms, stereos, or computer systems.

What are the *Electrical Permit* types?

****Only one permit type per application****

- **General Permit**
 - Installing, modifying, servicing, or repairing Services, Feeders, or Branch Circuits.
 - For New Building or Existing Building
- **Low Voltage System**
 - Requires a Low Voltage license
 - License is not required for homeowner
- **Temporary Pole**
- **Disconnect and Reconnect of Service**
 - A separate service permit is required for any electrical work being performed.
- **Installation of Level II Electric Vehicle Supply Equipment**

An electrical permit is not required when you:

- Are replacing broken or damaged electrical outlets, light fixtures, and light switches with a like replacement. Replace approved fuses and defective breakers. Replace light bulbs and fluorescent tubes. Replace an existing garbage disposal and dishwasher, or similar appliance of 30 amps or less. Install coaxial cable for cable television (CATV); however, it must be listed as the proper type of insulated wire for the project. Replace an existing door bell

How do I obtain my *Electrical Permit*?

1. Go to:
 - a. **Online Permitting:** <http://www.atlantaga.gov/index.aspx?page=337>

- b. **Atlanta City Hall:** Office of Buildings' Permit Issuance Department, 55 Trinity Avenue, Atlanta, GA 30303, Suite 3800.
- 2. Complete Permit Application:
 - a. **Online:** https://aca.accela.com/Atlanta_Ga
 - ❖ Permit applications submitted online will be processed with 1 to 2 business days
 - b. **PDF:** <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=7409>
 - ❖ The application can be submitted:
 - 1. In office (Suite 3800)
 - a. Permit applications submitted in office will be processed at the time of submission.
 - 2. Via fax: (404)494-1873 along with Credit Card payment form: <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6337>
 - a. Permit applications submitted via faxed will be processed with 1 to 2 business days.

How to pay for your permit?

- Acceptable forms of payment are cash, Visa, MasterCard, American Express, certified bank check or money order. For a detailed fee schedule, click here.
 - a. Online after you have completed the online permitting process
 - b. First floor of City Hall at the Cashier's window.

Applicable Documents needed?

<p>✓ Electrical Permit Application</p>	<p>This form is to be completed by a Licensed Georgia Electrical or Low Voltage Contractor or legal owner of the property in which the specified work is being completed. It is to be completed if completing electrical work on Services, Feeders, Branch Circuits, low voltage wiring, installing temporary power pole, or a requesting a disconnect and reconnect of service.</p>	<p>Electrical Permit Application PDF: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=7409</p>
<p>✓ Homeowner's Affidavit</p>	<p>This form is required only if the legal owner of the property of the address is completing specified work. By signing the affidavit they are deposing that he/she will personally complete the Electrical work on the Electrical Permit.</p>	<p>Affidavit PDF: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6338</p>
<p>✓ Credit Card Payment</p>	<p>This form is to be completed if you are faxing in permit application for processing. A photocopy of a Picture I.D. & Credit Card must be included.</p>	<p>Form PDF: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6337</p>

When do I need an inspection?

Most electrical permits require three inspections:

1. Rough-in inspection, done when: All of the new circuits are wired, grounding wires are in, the raceways and boxes are installed, and any necessary coverings are put on. Do not cover any work with insulation, receptacles, or wall switches until the inspector has approved it.

2. Service inspection, done when: The service electrical mast, the electric meter base, the service panels, and the grounding electrodes and terminals have been installed. Wires must be visible without removing cover devices.
3. Final inspection, done when: The electrical work is complete. Be sure that panel boxes are covered and circuits are labeled in the correct spaces on the box. All of the equipment, fixtures, switches, and appliances must be installed, grounded, and energized.

How do I get an inspection?

- ✓ *Using a Touch-Tone Phone, dial (404) 658-6800*
- ✓ *Its available 24 hours a day, 7 days a week!*
- ✓ *You will need site-specific Permit Number*
- ✓ *For your convenience, Inspection Codes are listed on the back of this form*

➤ Requesting an Inspection – Press 1

- 1) You will need to know the Permit Type:
 - a. BE – **Electrical** (Press 2)
- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Electrical** (Press 2)
- 4) Choose the date you wish to have the inspection.

➤ Canceling or Rescheduling an Inspection– Press 2

- 1) You will need to know the Permit Type:
 - a. BE – **Electrical** (Press 2)
- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Electrical** (Press 2)
- 4) For Reschedules - Choose the date you wish to have the inspection.

➤ Get Inspection Results– Press 3

- 1) You will need to know the Permit Type:
 - a. BE – **Electrical** (Press 2)
- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Electrical** (Press 2)

PLEASE NOTE:

**Receiving a confirmation number lets you know the request was accepted by the system.
It does not guarantee a next day inspection.**