

Commercial Misc. Electrical Submittal Checklist

The following checklist shall be used for the following submittals. Temporary power pole, temporary service pedestal, electrical service panel, electric meter, temporary power on a permanent base, overhead to underground conversion, wiring/conduit.

- Completed Permit Application
- Site plan of floor plan showing where work is to occur
- Electrical Drawings
 1. Provide a symbol schedule of all symbols and abbreviations used
 2. Provide complete electrical site plans showing utility transformer(s) and SES location(s) and all exterior lighting or other wiring.
 3. Provide a one-line drawing of the complete electrical system showing:
 4. System voltage, phase configuration, and available fault current
 5. All subpanels and feeders with conductor sizes and types
 6. Fault current calculations from SES to lowest rated overcurrent device or equipment.
 7. Ampere rating of all overcurrent devices
 8. Grounding detail(s)
 9. Provide a lighting floor plan including fixture types & wattage
 10. Provide a power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated)
 11. Label all rooms/areas on all floor plans
 12. Show the location of all electrical equipment (IE, SES, panels, transformers, etc.)
 13. Provide a schedule for each panel showing:
 14. Voltage, phase configuration, and interrupting rating
 15. NEMA enclosure type
 16. Ampere rating of all overcurrent devices
 17. Load calculations for the SES and all panels
 18. Identify any hazardous or classified areas by NEC type
 19. Provide lighting power calculations and controls per IECC or ASHRAE 90.1
 20. Provide a copy of Special Electrical Inspection Certificate if applicable
- Engineer's stamp and signature on the electrical plans in the following cases:
 1. Educational facilities, hospitals and nursing homes
 2. Services or feeders rated larger than 400 Amps
 3. Installations identified in the NEC that require engineering supervision
 4. As required by the Building Official for installations which by their nature are complex, hazardous or pose unique design problems

Additional information may be required due to the nature of the project submitted.