

REQUEST FOR ELECTRICAL INSPECTION

CITY OF ST. AUGUSTA
1914 250TH STREET • ST. AUGUSTA, MN 56301
320-654-0387



Home	Duplex	Apt. Bldg.	Other:	New	Addn.
Commercial	Industrial	Farm		Remod.	Repair
Air Conditioner	Htg. Equip.	Water Htr.	Load Mgmt.	Other:	
Dryer	Range	Elec. Heat	Temp Service		

"X" above the work covered by this request: Enter remarks in this space and on the back of the white copy only.

Calculate Inspection Fee - This Inspection Request will not be accepted without the correct fee:

Other Installations	Fee	# Service Entrance Size	Fee	# Circuits / Feeders	Fee
Mobile Home Park Stall		0 to 200 Amps		0 to 100 Amps	
Street Ltg. / Traffic Sig.		Above 200 Amps		Above 100 Amps	
Transformer/Generator		INSPECTOR'S USE ONLY			Surcharge \$1.00 Permit Total
Sign / Outline Ltg. Xfmr.					
Alarm / Remote Control					
Swimming Pool		I hereby certify that I inspected the electrical installation described herein on the dates stated:			
Irrigation Boom					Rough-In
Special Inspection		Final	Date		
Investigation Fee					

THIS INSTALLATION MAY BE ORDERED DISCONNECTED IF NOT COMPLETED WITHIN 12 MONTHS.
OFFICE USE ONLY

PLEASE PRINT OR TYPE

Request Date	Rough-In Inspection Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>You must call inspector when ready</small>	Inspection Other than Rough-In: <input type="checkbox"/> Ready Now <input type="checkbox"/> Will Call <small>Date Ready:</small>
--------------	---	---

I, licensed contractor company owner hereby request inspection of the above electrical work at:

Job Address (Street, Box or Route No.)		City	Zip Code
Occupant		Phone No.	
Power Supplier	Address		
Electrical Contractor / Company Name		Contractor License No.	Master Lic. No. (Plant Elect. Only)
Mailing Address (Contractor, Company or Owner Performing Installation)			
Authorized Signature (Contractor, Company or Owner Performing Installation)			Phone No. ()

INSTRUCTIONS

At or before the commencement of any new electrical wiring installation, the person responsible for making such installation shall submit to the City of St. Augusta a request for Electrical Inspection and the appropriate fee.

All forms must be signed by the electrical contractor, master electrician, installer, or owner installing the wiring.

This form must be accurately completed. It is essential that the job address portion of the form identify the geographical location of the job. This address (location) may be different than the mailing address. If this location does not have a specific street and number address, a map must be drawn on the back of the form.

All electrical wiring must be inspected before it is concealed in any manner. The electrical inspector must be notified sufficiently in advance to complete the inspection before insulating, sheetrocking, paneling, filling trenches, pouring concrete, etc. Wiring that is concealed before inspection must be exposed. Unless specific arrangements are made with the inspector, inspections are performed during normal business hours, Monday through Friday, exclusive of holidays. Inspections may be scheduled by telephone between the hours of 7:00am and 8:30am weekdays only. The person requesting the inspection must make arrangements for the inspector to gain access to the installed wiring.

Four copies of the form are needed – One for the inspector, one for the City of St. Augusta, one for the power supplier/electrical utility company and one for the property owner. *Please note there is a minimum inspection fee of \$35.00 per inspection trip.*

The City and Inspector copies must be forwarded to the City of St. Augusta along with the appropriate inspection fee. All checks must be payable to the City of St. Augusta. The power supplier/electrical utility company copy is a certificate of affidavit that is required by law to be filed with the electrical utility company that supplies power to this installation before connection or reconnection of electrical service. The utility may require a signature at the bottom of the form.

A Request for Electrical Inspection becomes void 12 months after the filing date. It is the responsibility of the person installing the electrical wiring (electrical contractor, installer, special electrician, or owner) to schedule all the inspections, including final inspections. Electrical wiring required by the National Electrical Code must be completed before the building, space within the building, or equipment is utilized and before the expiration of the Request for Electrical Inspection. In the event that incomplete wiring is not required and a building, space within a building, or equipment is not being utilized. A new Request for Electrical Inspection must be filed with the proper inspection fee.

City of St. Augusta
1914 250th Street
St. Augusta, MN 56301
320-654-0387