



# ELECTRICAL WORK PERMIT APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144

**WORK CANNOT BE STARTED UNTIL THE ELECTRICAL INSPECTOR HAS APPROVED YOUR APPLICATION  
AND YOU HAVE RECEIVED A COPY OF THE PERMIT. PERMITS ARE NON-TRANSFERABLE.**

<b>Applicant / Owner / Contractor Information:</b>	
Name of Electrical Contractor:	
Primary Contact Name	
Registration #:	
Contractor Address:	
Phone #:	
Email Address	

<b>Electrical Work &amp; Installation Information:</b>	
Job Address:	
Name(s) of Owner(s):	
Address of Owner(s):	
Phone #:	

<b>Class of Work</b>	
Commercial	
Industrial	
Institutional	
Residential	

<b>Type of Work</b>	
Alteration / Remodeling	
Expansion / Addition	
New Construction	

<b>Date anticipated to start:</b>	
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<b>Completion date:</b>	
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<b>Details of Electrical Work to be Completed</b> <i>(describe work to be completed in detail):</i> Please ensure you are listing all electrical you will be modifying, installing or upgrading.

**Alteration/modification to existing electrical system** *(describe work to be completed in detail):*  
 Please ensure you are listing all electrical you will be modifying, installing or upgrading.

**All disconnection and reconnection of service has to be done by an electrical provider.**  
**Any tampering with electrical service shall be subject to fines or penalties.**  
**Please call Ameren or REA to schedule your service disconnection and reconnection.**

**Ameren Phone – 1-800-755-5000**

**MCEC Phone – 618-939-7171**

**If new or upgrade of service is required, has Ameren IP or REA been notified?**  
*This must be done prior to submitting your application.*

<b>Yes</b>		<b>No</b>		<b>Date to be connected by Ameren IP:</b>	
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**Permit Fees: (Check all Categories Below) Minimum Fee for an Electrical Permit is \$75.00**

	<b>Upgrades and/or new service:</b>	<b>\$ 75.00</b>	<b>This includes outlets lights etc. and is separate from the service or upgrade above.</b>
	<b>Remodeling:</b>	<b>\$ 75.00</b>	
<b>TOTAL PERMIT FEES</b>		<b>\$</b>	

All fees to be paid in advance of permit being issued. It is understood that any permit issued on this application will not Grant any right of privilege to perform any electrical work that is not in conformance with the City of Columbia Electrical Ordinance, Codes and Regulations. The applicant further agrees to notify the City Inspection Department at appropriate stages during the work to be performed to arrange for inspections.

Permits shall be issued to licensed electrical contractors or a homeowner; provided the homeowner personally performs the electrical work and provided that the electrical work is to be installed in the home occupied by the owner and that the home is a single family residence or owner occupied duplex. The permit will be issued with the stipulation that you own the home and will live in the home for a period of not less than two (2) years.

If the Electrical Inspector has issued a “notice of Non-Compliance” listing defects/violations requiring corrective action and subsequently re-inspects the job and the violations have not been corrected, an additional fee of \$50.00 shall be assessed for additional inspection.

Any person violating any provisions of this section or any part thereof shall be fined in the amount of not more than \$750.00. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable hereunder as such.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Staff use below:**

\_\_\_\_\_  
*Date Permit Issued:*

\_\_\_\_\_  
 Permit #

\_\_\_\_\_  
 Fees Paid (Amount)

**SERVICE UPGRADE DIAGRAM**

If you are doing a service upgrade, draw a diagram of where it will be located on house.

**N**

