



# CITY OF KIRKLAND ELECTRICAL PERMIT APPLICATION

**For Inspection Requests call:  
425-587-3605  
Or go to: [www.mybuildingpermit.com](http://www.mybuildingpermit.com)**

Related Permit No.	Parcel No. (King County Assessor)	Electrical Permit No. (For Office Use Only) <b>ELE</b> _____
Project Address		Job Site Phone:
Property Owner	Mail Address (Property Owner)	Phone (Property Owner)
Tenant (Commercial)	Complex Name (Condo/Apartment/Multifamily)	
Electrical Contractor	Mail Address	Phone (Contractor)
Contractor's L&I License No.	License Expiration Date	Contractor UBI No.
Contact Person (An Individual That We May Contact Regarding This Permit)		Phone (contact person)
Contact E-mail Address:		Contact Alt Phone:

**If Owner is doing the work:** (see page 3 of this application)

I have signed and submitted with this application the Property Owner/Renter/Lessee Affidavit per RCW 19.28.261

**Value Of Electrical Work:** \$ \_\_\_\_\_ (FAIR MARKET VALUE - FIXTURES, MATERIALS, LABOR)

**Type of Occupancy:**      **Plan Review Required?**  Yes  No      *See page 2 for Plan Review requirements and exceptions.*

<input type="checkbox"/> <b>SINGLE-FAMILY OR DUPLEX</b> (No plans required)	<input type="checkbox"/> <b>COMMERCIAL</b> (Service or feeders 100 amperes or greater require plans - see page 2 requirements)	<input type="checkbox"/> <b>MULTIFAMILY</b> (Service or feeders 100 amperes or greater, plans are required.)
<input type="checkbox"/> <b>MEDICAL</b>	<input type="checkbox"/> <b>INSTITUTIONAL</b>	<input type="checkbox"/> <b>EDUCATIONAL FACILITY</b>
<input type="checkbox"/> <b>OTHER</b>	<input type="checkbox"/> <b>SIGNS</b> (Electrical not included with Sign permit)	<input type="checkbox"/> <b>GENERATORS</b> (Not cord and plug connected)

**Type of Work:**

<input type="checkbox"/> New Building - Amps: _____ <b>sq. footage</b> _____	<input type="checkbox"/> Low Voltage	<input type="checkbox"/> Portable Classroom/Mobile Home
<input type="checkbox"/> Addition - Amps: _____ <b>sq. footage</b> _____	<input type="checkbox"/> Temporary Power - Amps: _____	<input type="checkbox"/> Illuminated Sign - Sign is: New _____ Existing _____
<input type="checkbox"/> Tenant Improvement - <b>sq. footage</b> _____	<input type="checkbox"/> Carnivals - # of Concessions _____	<input type="checkbox"/> Has a Sign permit already been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Service Change - Service Amps: _____	<input type="checkbox"/> Pool/Hot Tub/Spa/Sauna _____	
<input type="checkbox"/> Number of New Circuits _____	<input type="checkbox"/> Fire Protection	

**Description of Work:** \_\_\_\_\_

*I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Kirkland as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kirkland, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.*

OWNER/AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

## Electrical Permit –When Plans are Required

### \*Plans are required for the following electrical installations:

- Tenant Improvements 2,500 sq. ft. or greater
- Photo voltaic panels
- Installation or alterations of service or feeders of 100 amperes or greater (except 1 & 2 family homes)
- If 100 amperes or more is added to the service or feeder
- Installations of switches or circuit breakers rated 400 amperes or over
- If 60% or more of lighting fixtures change
- All commercial generator installations or alterations unless loads are cord and plug connected
- Educational, institutional, and health or personal care occupancies classified or defined in WAC296-46B-010(14)
- All electrical installations in hazardous areas, as defined by currently adopted NEC.

### APPLICATION DOCUMENTS (Provide all documentation below that is applicable to your project)

- I. Electrical Permit Application
- II. Electrical Plans – 2 sets
  - A. Information on Plans shall include the following:
    1. The proposed use or occupancy of the various portions of the building in which the installation is to be made.
    2. A complete riser diagram.
    3. The calculated load schedule and demand factor selected for each branch circuit, feeder, sub-feeder, main feeder, service panel, and circuit schedules shall be shown.
    4. Fault current calculations and the listed interrupting rating for each service and/or feeder.
    5. Key to any symbols used.
    6. Letters and numbers designating mains, feeders, branch circuits, and distribution panels.
    7. Wattage, number of sockets and type of lighting fixture.
    8. Wattage and purpose of all other outlets.
    9. Voltage at which any equipment will operate.
    10. Identification of size of wires, type of insulation, and all conduit sizes.
    11. Lighting Budget Calculations form per Washington State Energy Code for installed lighting wattage. <http://www.neec.net/energy-codes> scroll now and click on "Lighting Compliance form". Navigate through this Excel workbook by clicking on the tabs across the bottom of the spreadsheet.
    12. Any other information as may be required by plans examiner.
  - B. All electrical plans for the following installations shall be prepared by, or under the direction of, a consulting electrical engineer. All electrical plans must bear the engineer's stamp and signature.
    1. All educational facilities, hospitals, and nursing homes;
    2. All services or feeders rated 1600 amperes or larger;
    3. All installations identified in the NEC requiring engineering supervision;
    4. As required by the Building Official for installations which by their nature are complex, hazardous or pose unique design problems.

### Special Planning Department Review Required for the following installations.

**\*An electrical plan review will only be required if any of the thresholds in the first section are met.**

- A planning review site plan is required for residential outdoor generators and HVAC equipment.
- A lighting review is required for all outdoor lighting projects in the Rose Hill Business District.
- All wireless facilities
- See Planning Department for submittal requirements - Phone 425-587-3225.

NOTE: Permit Applications not requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:30, Wednesday 10:30-4:30  
Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00



**CITY OF KIRKLAND PROPERTY OWNER/RENTER/LESSEE AFFIDAVIT**

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

A property owner, renter or lessee may purchase a permit to do an electrical installation on his/her own or qualified leased property under the conditions as described in RCW 19.28.261.

I am applying for the property owner exemption under the following conditions:

**YOU MUST SELECT THE OPTION THAT APPLIES TO YOUR SITUATION:**

I swear that under penalty of perjury that:

- I am a registered general contractor who is installing a temporary electrical service owned by me on a project where I am the general contractor.

**OR**

I swear under penalty of perjury that:

- I am the owner of real property or
- I am the renter or lessee of real property. (You may be required to provide a copy of the rental or lease agreement showing you are allowed to perform electrical work on the property.)

**AND**

**YOU MUST SELECT THE OPTION THAT APPLIES TO YOUR SITUATION:**

- A single family residence THAT IS NOT intended for rent, sale or lease AND I will be personally doing the electrical work AND I will occupy the residence for at least 24 months after completion of the electrical work;
- A NEW 2, 3 or 4 unit residential property that IS intended for rent sale or lease AND I, personally, and /or a regularly scheduled and paid employee(s) will be doing the electrical work AND I will occupy one of the units for at least 24 months after completion of the electrical work;
- An EXISTING 1, 2, 3 or 4 unit residential property that IS intended for rent sale or lease AND myself and/or a regularly scheduled and paid employee(s) will be doing the electrical work;
- A farm AND I, personally, and/or a regularly scheduled and paid employee(s) will be doing the electrical work;
- An EXISTING place of business AND I, personally, and/or a regularly scheduled and paid employee(s) will be doing the electrical work;
- A NEW place of business that is NOT intended for rent, sale, or lease AND I, personally, and/or a regularly scheduled and paid employee(s) will be doing the electrical work; or
- Other property that is NOT intended for rent, sale, or lease AND I, personally, and/or a regularly scheduled and paid employee(s) will be doing the electrical work.

**I AGREE and wish to purchase an electrical work permit under the condition described above.**

\_\_\_\_\_  
Property Owner or Renter/Lessee

\_\_\_\_\_  
Date



# 2004 ELECTRICAL PERMIT FEE SCHEDULE

**Effective Date 7-1-04**

<b>INTAKE PLAN REVIEW FEE:</b>	When plans are required, the plan review fee shall be 20% of the standard fee below. The plan review fees are separate fees from the permit fees shown in the table below. When submittal documents are incomplete or changes so as to require additional plan review or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate of \$79.00 per hour.
<b>NEW CONSTRUCTION ONE-AND TWO-FAMILY DWELLINGS PERMIT FEE:</b>	
9.5% of the Building Permit Fee	
<b>VALUATION TABLE FOR ALL COMMERCIAL, ALL MULTI-FAMILY AND SINGLE FAMILY ADDITIONS/ALTERATIONS:</b>	
The fee is based on the contract price/time and materials of the installation and calculated according to the following schedule. A separate permit is required for <u>each</u> building. (The Building Official may authorize issuance of a single permit for multiple Group U Division 1 occupancies when located on the same parcel. However, the permit fees shall not be reduced.)	
up to \$250.00	\$45.00
\$251.00 to \$2,000	\$45.00 for the first \$250.00 plus \$7.48 per \$100.00 or fraction thereof
\$2,001 to \$25,000	\$176.00 for the first \$2,000 plus \$16.50 per \$1,000.00 or fraction thereof
\$25,001 to \$50,000	\$555.50 for the first \$25,000 plus \$14.90 per \$1,000.00 or fraction thereof
\$50,001 to \$100,000	\$928.00 for the first \$50,000 plus \$10.10 per \$1,000.00 or fraction thereof
\$100,001 and up	\$1,433.00 for the first \$100,000 plus \$8.70 per \$1,000.00 or fraction thereof
<b>Limited/Low Voltage Electrical for Security, T-Stat, Telephone, and Computer Wiring:</b>	
<b>Total Valuation:</b>	<b>Fee:</b>
Up to \$2,000	\$45.00
\$2,001 to \$25,000	\$176.00 for the first \$2,000 plus \$16.50 per \$1,000 or fraction thereof, times 25%
\$25,001 to \$50,000	\$555.50 for the first \$25,000 plus \$14.90 per \$1,000 or fraction thereof, times 25%
\$50,001 to \$100,000	\$928.00 for the first \$50,000 plus \$10.10 per \$1,000 or fraction thereof, times 25%
\$100,001 and up	\$1,433 for the first \$100,00 plus \$8.70 per \$1,000 or fraction thereof, times 25%
<b>Temporary Power for Construction Sites:</b>	
1 to 200 amp	\$65.00
201 to 400 amp	\$110.00
401 amps or more	Based on total valuation of installation. Calculated according to Comm/Multi-Family schedule above.
<b>Temporary Power for Carnivals:</b>	
Carnivals include art and street fairs, haunted houses, amusement rides, and similar temporary events.	
Base fee:	\$79.00 base fee, <b>plus \$20.00 per concession</b>
Maximum fee	\$250.00
<b>Swimming Pools, Hot Tubs, Spas, and Saunas:</b>	\$79.00 <i>(Applicants must also get a Building Permit for pool, hot tub, or spa.)</i>
<b>Portable Classrooms and Mobile Home Service</b>	\$79.00
<b>Sign Installations (per circuit):</b>	\$65.00 permit fee for electrical hook-ups required on a sign. <i>(Applicant must also get a Sign Permit.)</i>
<b>Other Inspections and fees:</b>	<ol style="list-style-type: none"> <li>1. Inspections outside of normal business hours: \$118.50 per hour (min. charge-2 hours)</li> <li>2. Requests to inspect existing installation: \$ 79.00</li> <li>3. Request for inspection when work is not ready: \$ 79.00</li> <li>4. Work started without a permit, except emergency work: <b>Double Fee</b></li> </ol>

*This fee schedule is intended for informational use only and cannot be used as a substitute for the City of Kirkland Code. To obtain additional information about fees that may apply to your project, please visit or call the Building Division 425-587-3600 between 8 a.m. and 5 p.m., Monday through Friday.*