



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
815-433-0161  
www.cityofottawa.org

Revised 6-17-2024

For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: _____
Payment Method:
___ Cash ___ Check ___ CCard

## ELECTRICAL PERMIT APPLICATION

Please Print Clearly!

OWNER: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ TO BE OCCUPIED AS: \_\_\_\_\_  
*rental, commercial, owner-occupied*

ELECTRICAL CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY OF OTTAWA ELECTRICAL CONTRACTOR'S LICENSE #: \_\_\_\_\_

### PROJECT - Check All That Apply

RESIDENTIAL

- Partial Electrical Service Only
- Complete Electrical Service Only
- New Single Family Dwelling Unit
- Addition to a Dwelling Unit
- Rewire of an Existing Dwelling Unit
- Accessory Building
- Other-Describe \_\_\_\_\_

COMMERCIAL

- New Commercial Building
- Rewire/Renovation of an Existing Commercial Building
- Renovation of Apartment in Commercial Building
- Other \_\_\_\_\_

INDUSTRIAL BUILDING/STRUCTURE

- Other \_\_\_\_\_

GENERATOR or UPS SYSTEM

**See Reverse Side for a  
Detail on Fee Structure  
and Other Required  
Information needed to  
obtain an Electric Permit**

- ALL ELECTRICAL WORK IS BASED ON *THE NATIONAL ELECTRICAL CODE 2023 EDITION AND THE CITY OF OTTAWA'S ADDENDUM TO THE CODE*
- NO FURNITURE OR PERSONAL BELONGINGS ARE TO BE MOVED IN UNTIL ALL FINAL INSPECTIONS ARE COMPLETE (building, electrical, plumbing)
- THE ELECTRICAL INSPECTOR SHALL BE GIVEN A MINIMUM OF 48 HOURS NOTICE PRIOR TO CONCEALMENT OF WIRING (815-433-0161 ext. #218).
- CALL BEFORE YOU DIG (811)
- CITY DOES NOT CONDUCT ELECTRICAL INSPECTIONS ON FRIDAY

Applicant certifies that all information given is correct and that all applicable electrical codes and ordinances will be complied with in performing the work for which this permit is issued. And that all work and inspections shall be completed within one year from the date of permit issuance.

\_\_\_\_\_  
Signature of Contractor or Authorized Representative

\_\_\_\_\_  
Date

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to the construction at the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

Electrical Inspector: \_\_\_\_\_

\_\_\_\_\_  
Date

## **Sec. 22-164. - Inspection fees.**

The fees for electrical permits and inspection of work performed is as follows:

- (1) For residential and commercial work where a building permit has been secured, the electrical fee is included in the building fee according to [section 22-123](#).
- (2) For residential and commercial work where a building permit is not required the fee shall be as follows:
  - Generators ..... \$100.00
  - Solar panels .....\$250.00
  - Outbuildings and accessory structures .....\$100.00
  - Additions and upgrades requiring one inspection .....\$100.00
  - Additions and upgrades requiring two inspections .....\$150.00
  - New structures up to 200 Amp service .....\$200.00
  - 100—200 Amp services—Full replacement service when riser, meter base and panel are installed, or when pedestal and panel are installed .....\$100.00
  - 100—200 Amp services—Partial replacement when a panel only or when a meter base and/or riser are installed .....\$100.00
- (3) Re-inspection fee .....\$50.00
- (4) There is no permit fee for electrical work valued at less than \$500.00 that does not require an inspection. This fee waiver for work valued at less than \$500.00 is only valid for one address or parcel per calendar year.
- (5) Emergency work. In cases where work must be done in emergency situations when it is not possible to first secure a permit, such as on weekends or holidays, work may be executed in accordance with all Code requirements and a permit must be secured on the next business day. All such work will be subject to inspection.
- (6) Doing work without a permit. If any person initiates construction, erection or alteration of electrical work in any structure without first obtaining a permit, such person must pay, in addition to the regular fees prescribed for permits, any and all fines prescribed in [section 22-166](#).

(Ord. No. O13-2008, § 2, 4-1-2008; Ord. No. O37-2008, § 3, 8-5-2008; Ord. No. O49-2008, § 1, 10-21-2008; Ord. No. O18-2015, § 1, 5-5-2015; [Ord. No. O59-2020](#), § 4, 11-17-2020)