

PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
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COMMERCIAL ELECTRICAL PERMIT APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address

APPLICANT

Business Name (if applicable)

Primary Contact

Street Address

Suite No.

City

State

Zip Code

Telephone Numbers: Work

Cell

Email Address

PROPERTY OWNER

Corporate/Partnership/Individual Ownership Name

Primary Contact

Street Address

Suite No.

City

State

Zip Code

Telephone Numbers: Work

Home

Cell

Email Address

OCCUPANCT/TENANT/DOING BUSINESS AS

Business Name

Primary Contact

Street Address

Suite No.

City

State

Zip Code

Telephone Numbers: Work

Cell

Email Address

CONTRACTOR (A City registered Electrician must obtain the electrical permit)

Business Name (if applicable)

Master Electrician's Name

City Registration No.

Street Address

Suite No.

City

State

Zip Code

Telephone Numbers: Work

Cell

Email Address

PERMIT TYPE (check one only)

NO SERVICE CHANGE # of A/C or Heating Units # of Appliances # of Cooking Equipment # of Generators # of Low Voltage Cable Runs # of Receptacles/Switches/Lights # of Transformers # of EV Chargers Emergency Radio Enhancement System (BDA) Yes No	SERVICE CHANGE # of A/C or Heating Units # of Appliances # of Cooking Equipment # of Generators # of Low Voltage Cable Runs # of Receptacles/Switches/Lights # of Transformers Existing Amperage Proposed Amperage
TEMPORARY SERVICE Proposed Amperage	LOW VOLTAGE # of Low Voltage Cable Runs

WORK DESCRIPTION

PROJECT DETAIL INFORMATION

Total Cost of Electrical Work (**DO NOT leave blank**)

Electrician's Signature

Date

If the Master Electrician is not present to apply for this permit, a signed letter (on company letterhead) naming the individuals who have permission to submit permits on the Master Electrician's behalf must be submitted (a maximum of 5 individuals may be listed). This letter will be held in the Electrician's file for future reference.

SUBMITTAL REQUIREMENTS

The following items are required when the application for permit is submitted:

1. Completed application form
2. Application/Plan Review Fee

For EV Charger Only

3. One (1) digital copy of site plan showing location of charger(s)
4. One (1) digital copy of Property Owner Letter of approval
5. Site Development Approval (if applicable)