



RESIDENTIAL ELECTRICAL PERMIT CHECKLIST

- Contact information: please provide full contact information including phone numbers for the property owner and contractor when applicable.
- Electrical service upgrades: if the customer is upgrading their electrical service the applicant must show the existing panel rating as well as the proposed panel rating.
- Overhead to underground conversion: if the customer is planning to convert their overhead service to underground they must first call 303.651.8386 to speak with a Longmont Power & Communications (LPC) Field Engineer to confirm this is possible.
- Electric meter relocations: meter relocations of any type should be listed on the permit application. **ONLY** LPC staff shall remove/install electric meters, **NO EXCEPTIONS**.
- Disconnects and reconnects: an electrical disconnect and reconnect shall be performed by LPC staff only, **NO EXCEPTIONS**. Disconnects and reconnects made by contractors or homeowners are subject to meter tampering fines and possible criminal prosecution.

It is imperative the information above is added at the time of permit submittal. Incorrect or incomplete permit applications will be placed on hold or rejected without providing the requested information.

COMMERCIAL ELECTRICAL PERMIT CHECKLIST

- Contact information: please provide full contact information including phone numbers for the property owner and contractor when applicable.
- Provide correct addresses: the customer/contractor shall submit correct addresses and unit numbers with all permit submittals. This is required for all existing and new meters affected by the permit request.
- One line diagram: a complete one line diagram showing existing and proposed main panel amperage, voltage and associated meters with correct addressing and unit numbers is required.
- Disconnects and reconnects: an electrical disconnect and reconnect shall be performed by Longmont Power & Communications staff only, **NO EXCEPTIONS**. Disconnects and reconnects made by contractors or homeowners are subject to meter tampering fines and possible criminal prosecution.

It is imperative the information above is added at the time of permit submittal. Incorrect or incomplete permit applications will be placed on hold or rejected without providing the requested information.