



**Manual Entry Form for:**  
**Electrical Inspection Not Required by Law**  
**or**  
**Fire & Accident Electrical Inspection**

Fill out the following information to create your inspection. Please keep copy for your records and send us the original.

**\*\*This form is for inspection purposes only and does not qualify as a permit for electrical projects.\*\***  
(See Manual Entry Form for Electrical Permits)

Homeowner:       Farmer:       Contractor:

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Contractor/Company Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/St/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

State Contractor Electrical License Number (If applicable): \_\_\_\_\_

Project Title: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
County: \_\_\_\_\_

Project Type:  New     Addition     Renovation     Doesn't involve a structure

Utility Company Servicing Property: \_\_\_\_\_

Utility Company Phone Number: \_\_\_\_\_

Project Description:

**\*\*First/Last Name:** \_\_\_\_\_ **Project Title:** \_\_\_\_\_

**To Request an Electrical Inspection Not Required By Law:**

Request by a property owner

Enter the number of structures (minimum of one), and branch circuit or feeders needing inspection.

- Number of Structures to be Inspected \_\_\_\_\_ x \$30.00 = \_\_\_\_\_
- Number of Branch Circuits or Feeders to be Inspected \_\_\_\_\_ x \$5.00 = \_\_\_\_\_
- Total Cost of Inspection \_\_\_\_\_ = \_\_\_\_\_

**To Request a Fire or Accident Electrical Inspection:**

The fees for fire and accident inspections are based upon the number of hours, mileage and other expenses. The initial cost of the permit is \$47.00 per hour for a minimum of 1 hour. Additional hours, mileage, or other expenses will be billed to the person purchasing the inspection, after the inspection is conducted.

- Fire or Accident Inspection  Initial Cost \$47.00  
(Additional hours & mileage will be billed)

**Electrical inspections must be purchased by either Personal or Cashiers Check, or Money Order (No Cash).**

**Inspection Request Information:**

Please fill out the following information so that we can schedule the inspection.

- Note that the inspector has 3 business days from the date of receipt of inspection request to perform the inspection. If you schedule an inspection further out then 3 days, the inspection will be performed on the date requested if possible. The inspector will contact you to make arrangements to perform the inspection.

Contact Phone (for scheduling, etc): \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Notes to Inspector: Required (why do you need this inspection?)