



City of Seattle, Department of Planning and Development

Mailing Address: 700 5th Ave, Suite 2000

PO Box 34019, Seattle, WA 98124-4019

Phone: (206) 684-8464 or (206) 386-40TC

Website: www.seattle.gov/dpd Permit Counter Email: otcpermits@seattle.gov

ASC Hours: M / W / F 8:00-4:00 & Tu / Th 10:30-4:00

PERMIT APPLICATION

Electrical NO Plan Review

# SPECIAL EVENTS APPLICATION FOR TEMP POWER PERMIT ONLY

Work Site Address: \_\_\_\_\_

Work Activity Location: \_\_\_\_\_

Special Event Name: \_\_\_\_\_

Event Starts (MM/DD/YY): \_\_\_\_\_ Event Ends (MM/DD/YY): \_\_\_\_\_

Ready for Inspection (MM/DD/YY): \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

**NOTE:** It is the permit holder's responsibility to schedule the inspection for the above date, it is NOT automatically scheduled.

Inspection scheduled after business hours (4pm) / wknds  Inspection scheduled during normal business hours

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

WORK SITE OWNER/TENANT INFORMATION	CONTRACTOR INFORMATION
<input type="checkbox"/> Owner <input type="checkbox"/> Tenant Name: _____ Phone: _____ Address: _____ Unit/Suite No.: _____ City & State: _____ Zip: _____	State License #: _____ Contractor Co Name: _____ Contact Name: _____ Phone: _____ Address: _____ Suite: _____ City & State: _____ Zip: _____

The Revised Code of Washington (RCW 19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.

I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Contractor or Owner (or Authorized Agent)

**PAYMENT & MAILING INSTRUCTIONS:**

Mail checks w/ application to: City of Seattle DPD, Attn: OTC  
700 5<sup>th</sup> Ave #2000, P.O. Box 34019, Seattle, WA 98124-1234

Charge my escrow (ADA) account # \_\_\_\_\_

Credit Card payment; call \_\_\_\_\_

Hold permit for Pick-Up at OTC

Email Permit to: \_\_\_\_\_

**DPD USE ONLY:**

Permit #: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

**NOTE: New permit application requests as well as written requests to make changes to a permit which are received via fax or email are processed within 2 working days from the date we receive them.**

# Electrical Permit for Special Event Temp Power

## A permit is required for installation of temporary power or generators 5kw or larger.

The following information is provided in order to clarify our policy in regard to permit fees charged for special event power inspections (e.g. charity events, street fairs, etc.):

- A rate of one-half hour (\$88.50 total) will be charged for inspections scheduled during normal working hours.
- A rate of one and one-half hours (\$265.50 total) will be charged for inspections scheduled after normal working hours.

The administrative fee is waived. Each event site shall be considered a separate location and charged the appropriate rates. Permits may be issued over-the-counter provided the application is received in sufficient time to be issued three (3) days before the inspection is to be scheduled. If the application is submitted with less than three (3) days advance notice, the permit application must be approved by the Electrical Section Manager or Supervisor.

The OTC Center associates will direct applicants to the Electrical Section Manager or Supervisor for approval of overtime inspections.

The following information is required on the application form in the Description of Work field:

- Work site address of event, including any special instructions of the equipment's location.
- Name of the event and the dates it will begin and end.
- Name, address, and phone number of the electrical equipment installer.
- Date and time the inspection is needed.
- Name and phone number of a contact person who will be available on the date of inspection, (if inspector needs additional information or instructions).

**PLEASE NOTE:** Even though inspection time is noted on the permit application, it is still the responsibility of the permit holder to schedule the inspection request by calling (206) 684-8900 or (206) 684-8950 at least 1-2 days prior to the date of the inspection. For questions or permit assistance, call the OTC Permit Staff at (206) 684-8464.