



*Louisville – Jefferson County Metro Government*

## **CONSTRUCTION REVIEW DIVISION**

**DEPARTMENT OF CODES AND REGULATIONS**

444 S. 5<sup>th</sup> Street – Louisville, KY 40202

Phone: 502.574.3321 Web: [louisvilleky.gov/construction-review/](http://louisvilleky.gov/construction-review/)

### **A QUICK GUIDE TO PERMITTING YOUR RESIDENTIAL ELECTRICAL PROJECT**

The Kentucky Building & Residential Codes require a permit to construct, enlarge, remodel, or change occupancy of a building, or to erect, install, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system. If the project involves alterations to other building components a building permit, HVAC permit, etc. may be required.

Permits ARE required for:

- Adding or extending a new circuit and/or wiring for appliances such as air conditioners, hot tubs, light fixtures, etc.
- Installing/adding receptacles or light fixtures where one did not exist already Installing/adding a new electrical panel
- Restoring electrical service after it has been interrupted because of a hazardous condition
- Wiring any new structure such as a house and including garage, utility sheds, etc.
- Replacing a receptacle where one already exists
- Replacing a faulty circuit breaker with a new one of same size and type
- Replacing or changing a light fixture
- Installing phone lines, coaxial cable, low voltage cabling

Who can apply for an Electrical Permit?

Electrical Permits may be issued to either the property owner or a licensed & identified electrician.

For a homeowner permit:

- Electrical work must be done for primary residence only
- Homeowner must provide identification and proof of property ownership
- Homeowner must perform the work themselves
- The property cannot be rental or commercial
- Homeowner must sign and submit homeowner's affidavit

Using a licensed electrician is always recommended. Search for contractors that are properly identified with the department here:

<http://portal.louisvilleky.gov/codesandregs/contractor-report>

Forms & Fees

Application Forms are available in our offices or online at

<https://louisvilleky.gov/government/get-permit>

A submittal should include a completed application form and drawings to explain the project. Refer to the residential checklist:

[https://louisvilleky.gov/sites/default/files/construction\\_review/residential\\_checklist.pdf](https://louisvilleky.gov/sites/default/files/construction_review/residential_checklist.pdf)

Fees are noted on the application forms and posted on our website at: <https://louisvilleky.gov/government/construction-review/permits-licensing>

Plumbing Permits are obtained from the State Department of Housing, Buildings, & Construction Division of Plumbing. Their forms, regulations, and contact information can be found on their website:

<http://dhbc.ky.gov/Plb/Pages/default.aspx> .

#### **Penalties**

Due to the dangerous nature of this work, penalties are high. Anyone found performing electrical work within Louisville Metro without a required electrical permit or performing work determined to be an imminent danger to life or property is subject to a penalty of \$100,000 for the first offense and \$200,000 for each subsequent offense.

## Inspections

All permits require inspections by our department to ensure that all applicable code requirements have been met and that the project has been constructed according to the approved plans. The number of inspections varies according to each project but generally occur at foundation stage, framing or “rough-in” stage, and a final inspection. It is the responsibility of the permit holder to notify the department when the work is ready for inspection

To request an inspection, simply contact the Department as noted below and make your request.

- Electrical burn-out/ restoration of service: 502.574.4449, [this form must be on site](#).

On-Line Inspection Requests: All inspections can also be requested online by using the [Dynamic Portal](#)

- Building/HVAC Inspections Request: 502.574.4400, or [email us your request](#).
- Electrical Inspection Request: Must be entered using the contractor [Online Permitting Portal](#) - If you are a homeowner with your own permit [email us your request](#).

Restoration of power after a storm, flood, etc.

In the event of a natural event, or event beyond the homeowner’s control, causing a power outage there are several steps for restoring power. Ultimately LG&E requires that the Department inspect and approve the condition of the service equipment prior to restoring power. First, it needs to be determined what needs to be done to affect any repair. If there was damage a permit will be required for repair work. If it appears there is no damage the Department will still need to inspect the service connections and advise LGE to restore service. A licensed electrician can help you ascertain this. If no repair is required call the department at 574.3321 to schedule an inspection. If repair is required the normal permitting procedures apply unless a special procedure has been set up for a widespread failure event.