

Electrical Service Panel Modifications require the following: (Applies to Single-family and Duplex only)

A Building Permit

A Building Permit is required for the work. Contact the Ketchikan Building Division Staff at 228-4720/228-4737 for an application. An application can also be accessed from the City Website at www.ktn-ak.us under “Building Permit and Application Info.” This form can be completed on-line and printed out. NOTE: It is not necessary to submit the permit application through the Ketchikan Gateway Borough Planning and Zoning Department except when a meter is being added or removed (i.e., changing from a single-family dwelling to a duplex or from a duplex to a single-family dwelling). [SUBMIT APPLICATION DIRECTLY TO THE CITY BUILDING DIVISION STAFF.](#)

Contact with KPU

Contact is necessary with Ketchikan Public Utilities (KPU) staff in order to coordinate electrical service connection requirements and KPU meter installations. Charlie Shaffer (Meter Shop Foreman) and Jeff Harrison (Lineman Foreman) will be able to answer any questions regarding their associated specialties. Please call 907-225-5505 to gain the necessary information.

Installation knowledge

An understanding of Article 230 (Services) of the 2008 National Electrical Code and the current KPU Electric Service Handbook (Residential Service) are essential to a successful Electrical Service Panel Modification. It is highly recommended that a licensed electrical contractor be used for the installation due to the complexity with overcurrent protection, grounding and bonding.

[An example of a completed permit application is included below:](#)

City of Ketchikan Building Division
2930 Tongass Ave., Ketchikan, AK. 99901
Phone: (907) 228-4737 or Fax: (907) 225-8721

Application/Permit: # _____
(Department Use Only)
Date Submitted: June 4, 2013

BUILDING PERMIT APPLICATION (RESIDENTIAL)

Submit completed permit, plans and associated documents to the Ketchikan Gateway Borough's (KGB) Planning and Zoning Office located at 1900 1st Avenue, Suite 126, Ketchikan, AK 99901

Property Owner Name(s) Mark Edison Project Address 77 Mayberry Way
Applicant John Doe Electric, Inc. ☐ Owner ☒ Contractor ☐ Other _____
Address 3456 Outlet Drive Owner's Address 77 Mayberry Way
City/State/Zip Ketchikan, AK 99901 City/State/Zip Ketchikan, AK 99901
Phone 777-7777 Cell 888-8888 Phone 222-2222 Cell 333-3333
PARTY RESPONSIBLE FOR PERMIT FEES: ☐ Owner ☒ Contractor ☐ Design Professional
Legal Description: Block N/A Lot N/A Sub-Lot N/A U.S. Survey N/A
KGB Parcel Number N/A Are you in the Floodplain? ☐ Yes ☒ No Zone _____

Type of Work Proposed

() New Residential () Residential Alteration () Residential Addition () Wood Deck and Stairs Only
() Foundation or Retaining Wall () Garage or Utility Building () Plumbing Only (X) Electrical Only
() Mechanical Only () Demolition () Other _____

Estimated Construction Cost: \$2500.00

Description of Work

Relocate existing electrical service to S.W. corner of house to meet KPU Standards** Upgrade electrical service from 100-amp to 200-amp** Remove and replace dilapidated electrical service (rusted-out panel)** Install new electrical service with a disconnect**

**Various job descriptions for electrical service panel work.

Structure Height and Size

Existing Building Size: N/A sq. ft. Stories in Height: N/A Building Height: N/A ft.
New Building Size: N/A sq. ft. Addition Size: N/A Sq. ft. Deck Size: N/A sq. ft.

All provisions of the applicable codes and City ordinances will be complied with, whether specified herein or not. Plans approved by the City of Ketchikan Building Division form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application and before I accept my permit, the owner shall be made aware of all permit conditions.

APPLICANT'S SIGNATURE: Mark Edison DATE: 6/4/2013
(THIS PERMIT APPLICATION MUST BE ROUTED THROUGH KGB PLANNING AND ZONING OFFICE PRIOR TO CITY REVIEW AS NOTED ABOVE)

Submit two sets of plans with application. See adjacent page or reverse side of this form.

If you have any questions, please contact us at 907-228-4737 or 907-228-4720