

**RESIDENTIAL ELECTRICAL PERMITS ARE** REQUIRED to install electrical wiring in any one, two or three-family residential dwelling, garage, or other structure within the limits of the city except for the following:

**RESIDENTIAL ELECTRICAL PERMITS ARE NOT REQUIRED for:**

1. Listed cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets thereof.
3. Replacement of branch circuit overcurrent devices of the required capacity and type in the same location.
4. Electrical wiring, devices, appliances, apparatus, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Repairs and Maintenance: Approval shall not be required for minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
6. Process equipment and the associated wiring on the load side of the power disconnect to the equipment.
7. Electrical wiring equipment not connected to building services equipment in and adjacent to natural or artificially made bodies of water as defined in NFPA 70.

**RESIDENTIAL ELECTRICAL REGISTRATION**

**RESIDENTIAL ELECTRICAL CONTRACTORS** must possess a valid city registration in order to perform work on one, two, or three-family dwellings in the city.

**COMMERCIAL ELECTRICAL CONTRACTORS ARE NOT REQUIRED TO BE REGISTERED** as no commercial permits are issued by the City, they are issued by the Medina Co. Bldg. Dept.

**HOMEOWNERS EXEMPTION.** The owner of a single-family dwelling who intends to personally perform electrical work on a dwelling used, or to be used, as the owner's personal residence, may be issued a permit providing that said owner signs an affidavit stating that he is the owner and occupant of the dwelling, will reside at the location for at least one year, and will personally perform the work upon the premises for which a permit is required.

**REGISTRATION APPLICATIONS**

**Requirements:**

1. Qualification certification, issued by the Ohio Construction Industry Examining Board.
2. Proof of compliance with the worker's compensation laws of the state.
3. Application for a registration shall be made to the Building Department accompanied by a payment of fee of \$50.

**Renewal.** Each registration will be issued by calendar year, and may be renewed prior to January 1 of the next year upon payment of a renewal fee of \$20.

1. Renewal applications shall be accompanied a current state qualification certificate and proof of workers compensation.
2. No electrical permits will be issued until such registration has been obtained or renewed.

## ***Submission & Payment***

- *Complete the Permit Application* (and registration application if necessary) and submit this time by email or mail with an email address included.
- Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone  
(A fee schedule is attached on the following pages).
- Receipts and permits will then be returned by email if possible or mailed.
- Please email or call the office for instructions on handling large sets of plans, or with other questions.

**Application Submission:**    [jstefl@wadsworthcity.org](mailto:jstefl@wadsworthcity.org)    330-335-2753

**Demolition Questions:**    [mnussbaum@wadsworthcity.org](mailto:mnussbaum@wadsworthcity.org)    330-335-2780

**Checks Payable to:**    City of Wadsworth

**Mailing Address:**    Building Department  
City of Wadsworth  
120 Maple Street  
Wadsworth, OH 44281

**[APPLICATION FORMS, FEES, AND MORE INFO BELOW](#)** ↓

## ELECTRIC PERMIT – *City of Wadsworth*

JOB ADDRESS \_\_\_\_\_ Permit # \_\_\_\_\_

Applicant: \_\_\_\_\_ Bldg. App \_\_\_\_\_

Owner \_\_\_\_\_ Email \_\_\_\_\_

Owner Address \_\_\_\_\_ Phone \_\_\_\_\_

Electric Contractor \_\_\_\_\_ Reg # \_\_\_\_\_

Contractor Address \_\_\_\_\_ Phone \_\_\_\_\_

**Permitted Work:**  \*New Const.  Addition  Basement Alt.  Add AC  Pool  CHIP

Service/Entrance Installation - Amps \_\_\_\_\_  Misc. 5 Receptacles

Other \_\_\_\_\_

**Base Fee \$** \_\_\_\_\_ **+** ( \_\_\_\_\_ sq. ft. X **\$.05 /sq. ft.**) = **TOTAL \$** \_\_\_\_\_

\* *Supply System Description Form for New Construction.*

I hereby certify that I am the owner of record of the named property, will perform the work personally, and intend to reside at this location for at least one year; **or** I am a City of Wadsworth registered electrical contractor and am authorized by the owner to make this application. I agree to conform to all applicable codes of this jurisdiction and obtain final inspection approval. I certify that the Building Official, or his representative, shall have the authority to enter areas covered by this permit at any reasonable hour to enforce the provisions of the applicable codes. ***Call the City of Wadsworth at 335-2753 for inspections by 2:00 p.m. the previous day.***

\_\_\_\_\_  
Electrical Contractor or Owner -Sign

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Electric Permit issued by:* \_\_\_\_\_

\_\_\_\_\_  
Building Official or Deputy

\_\_\_\_\_  
Date

**ELECTRIC & HVAC CONTRACTOR REGISTRATION  
APPLICATION for RESIDENTIAL USE ONLY**

(Please Print)

BUSINESS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

REGISTRANT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

*\* You **Must** Include Your Email Address To Receive Future Renewal Applications.*

**ALL COMPANY INFORMATION ON ALL SUBMITTED DOCUMENTS MUST BE CONSISTENT**

**"I, The Undersigned Hereby Apply To Register In The City Of Wadsworth, State Of Ohio Of For..."**  
**(select at least one)**

- New Wadsworth Registration (\$50 fee for each registration)
- Renewal of Current Wadsworth Registration (\$20 fee for each registration; \$50 for any registration postmarked January 1<sup>st</sup> or later)

**(Select at Least One):**

- Electrical Registration Requested
- HVAC Registration Requested

**"The Following Information Is Current and Accurate and Is Included With This Application..."**

- Copy of OCIEB (State License) Certification (no certificate of insurance is required).
- Copy of Workers Compensation Certificate of Premium Payment or:
- I Have No Employees and Am Not Required by the State to Provide Worker's Compensation

**AUTHORIZED AGENTS - NOTE: Each authorized agent must personally sign this document.**

*Signer(s) agrees to maintain state licensure including current liability insurance and workers compensation coverage, or notify the City of Wadsworth of same and be subject to revocation of registration.*

\_\_\_\_\_  
Printed Name of Agent Signature of Agent

\_\_\_\_\_  
Printed Name of Agent Signature of Agent

\_\_\_\_\_  
Signature of State Licensee/Applicant Today's Date

**REGISTRATIONS EXPIRE DECEMBER 31<sup>st</sup>**

**CITY OF WADSWORTH BUILDING DEPARTMENT, 120 MAPLE STREET, WADSWORTH, OHIO 44281**  
**330-335-2753 \* Fax 330-335-2715 \* [jstefl@wadsworthcity.org](mailto:jstefl@wadsworthcity.org)**

*Office use only \_\_\_\_\_ New Registration Number*

**RESIDENTIAL CONSTRUCTION PERMIT FEES**  
**CITY OF WADSWORTH 330-335-2753**

• Zoning Certificate	⇒ \$ 25.00
• Sanitary Capacity and Tap Fee	⇒ Contact Engineering Dept.
• Sewer/Street Opening Permit	⇒ Contact Engineering Dept.
• Recreation Fee - Acquisition of Land (Developer)	⇒ \$ 400.00
• Recreation Fee - Development of Land	⇒ \$ 500.00
• Water Tap-In Capacity Fee	⇒ Contact Engineering Dept.
• Electric Service- Includes Temporary	⇒ Contact Utility Dept.

**Construction Permit Fees Ord.07-106**

<b><u>Building</u></b>	
• New Home Construction	⇒ \$100.00+.15 per sq.ft.
• Additions, Accessory Structures (Garages)	⇒ \$50.00 +.15 per sq.ft.
• Alterations, Repairs, Decks, Roofing, Siding, Misc.	⇒ \$50.00
• Basement Remodel	⇒ \$50.00
<b><u>Electric (PER DWELLING UNIT)</u></b>	
• New Construction - Single Family Homes	⇒ \$75.00+.05 per sq.ft.
• Additions, Garages, Accessory Structures (New Service)	⇒ \$75.00+.05 per sq.ft.
• Additions, Garages, Accessory Structures (No Service)	⇒ \$50.00+.05 per sq.ft.
• Service Change and/or Entrance, Meter Socket	⇒ \$50.00
• [Service Change and/or Entrance] + Rewire	⇒ \$50.00+.05 per sq.ft.
• Service Change + Appliance Wiring (5 Receptacles)	⇒ \$75.00 (maximum)
• General Re-wire More than 5 Receptacles (No Service)	⇒ \$50.00+.05 per sq.ft.
• Misc. Wiring 5 or Less Receptacles (No Service)	⇒ \$50.00
• Basement Remodel	⇒ \$75.00
• AC/Water Heater/Range/Dryer –Circuit Wiring (5)	⇒ \$50.00
• Swimming Pools, Hot Tubs & Spas	⇒ \$50.00
• Electric Heat Add On or Replacement	⇒ \$50.00
• Special Inspection	⇒ \$50.00
<b><u>Heating (PER DWELLING UNIT)</u></b>	
• All New Construction Involving HVAC Work. (Base Fee - Includes 1 Furnace, AC, and Ductwork)	⇒ \$50.00 +.05 per sq.ft.
• Additional Furnace, AC, Chimney or Wood Stove	⇒ \$25.00
• Furnace and/or A/C Replacement	⇒ \$50.00
<b><u>All Re-Inspections / Special Inspections</u></b>	<b>⇒ \$50.00</b>

# Electric Service Requirements – Wadsworth Municipal Electric Department

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## **General Requirements**

**No temporary or permanent service will be connected until Application for Service has been made at City of Wadsworth Billing Office, located at 120 Maple St. (330)335-2700.**

**No temporary or permanent service will be connected until it has been inspected and passed. Wadsworth Electric Department has final inspection rights for department regulations.**

To ensure the safety of Electric Department personnel, no service will be connected if back-fed from any source.

The Electric Department shall be notified before any meter seal is broken, except for emergency repairs, in which case the Electric Department shall be notified the next working day(330)335-2838. **Failure to do so may result in prosecution under Ohio's meter tampering law.**

Residential electrical work within Wadsworth corporation limits shall be done by an electrical contractor registered with the City of Wadsworth Building Department (330)335-2753. Any non-residential work or any multi-unit residential of four units or more, and any work outside of the corporation limits, shall be performed by contractors registered with the appropriate County Building Department. Homeowners inside corporation limits may do electrical work on a single-family dwelling that they will live in for at least one year. The necessary permits must be obtained before any work begins.

To obtain a residential electrical permit or request electrical inspection inside cooperation limits, Contact the Wadsworth Building Department at (330)335-2753. All other electrical permits and electrical inspection must be requested through the appropriate County Building Department.

Meter sockets are furnished by the Wadsworth Electric Department, at no cost, for installation by the customer/contractor. If a meter socket from another source is installed it must meet requirements of the Wadsworth Electric Department, if a nonconforming socket is installed it must be replaced before service will be energized. Call the Electric Department at (330)335-2838 or 335-2833 1 day before socket pick-up at 365 Broad St. Proof of permit must be shown at pickup. Meter sockets shall be installed 4'-6' above final grade.

The Wadsworth Electric Department has final say in all service locations, check with the department if any questions arise (330)335-2826. The service must be accessible at all times. If access is blocked by any permanent obstruction, the service must be moved at the customer's expense within 30 days to maintain electrical service to the premises.

## **Temporary Service**

All underground temporary installations should be installed 5 feet behind(on the house side) of any secondary pedestal. Services to transformers must be approved by Wadsworth Electric Department.

All overhead temporary should be no more than 75 feet from existing facilities.

For questions concerning temporary service call 335-2826 or 335-2838

## **Underground Service**

All underground services shall be installed by customer/contractor

All underground services shall be installed in conduit from point of utility connection to the line side of the meter socket in a trench with a minimum depth of 24".

Service conduit shall be installed into utility pullbox. Services to transformers must be approved by Wadsworth Electric Department. Call the Electric Department (330)335-2837, or 335-2833 to have pull box opened for installation. The service neutral conductor shall be clearly identified for utility connection. When cutting conductors in utility pullboxes leave a minimum of 24" for connections.

When service conductors are paralleled, matching phase and neutral conductors must be clearly identified.

Where underground service is supplied from a utility pole conduit shall be installed on 4" minimum standoffs at intervals no less than 6', with the weather head within 12" of utility secondary. 24" minimum of service conductor shall be left at weather head for utility connection

On three-phase underground services the contractor is responsible for supplying and installing secondary terminations in the transformers.

Applicant must contact Wadsworth Communications (330)335-2888 when trench is opened so cable service wire can be installed.

Service trenches shall not be backfilled until Wadsworth Communications cable has been installed. Failure to do so will require the trench to be uncovered at the customers/contractors expense.

City of Wadsworth Electric and Communications will be installing equipment on the side of the home.

### **Overhead Service**

Service drop dead ends (house knob, clevis) shall be installed by the customer/contractor and must be installed in solid wood. Dead ends deemed insufficient will not be hooked up.

Service weather head shall be installed at a height which allows a minimum ground clearance of 12' on the service utility drop. Consult the Electric Department with any questions (330)335-2833.

Where a service mast is required, it shall be 2" i.d. conduit or greater. 24" minimum of service conductor shall be left at weather head for utility connection.

## **REGISTRATION RULES**

All work done beyond the weather head on overhead electrical services, and the point of electrical service on underground services, with the exception of meters, are subject to registration rules and permit fees.

1. Exception: An empty underground raceway may be installed by an unlicensed contractor for one, two, and three family residential dwellings and accessory building projects provided all work is performed by either a registered contractor or the resident property owner of a single-family structure or a city.
2. A registered contractor may subcontract work to any subcontractor holding a valid registration. Such subcontractor shall be required to transfer this permit into his name.
3. A registered contractor may hire employees to work directly for the contractor and to actually perform the work involved. The registered contractor shall, however, be responsible for all work performed under his registration by his employees.
4. No registered contractor or subcontractor shall allow his name to be used by any person, directly or indirectly, either to obtain a permit or to do work under his certificate or registration