



Electrical Special Inspections Permit Application

*Electric Service Calls – Residential
and Commercial Structures*

MEMORANDUM

On October 20, 2011 with adoption of National Electric Code, the local amendments implemented the Electrical Special Inspections Program.

The ordinance as written is applicable to Residential and Commercial structures within the zoning jurisdiction of the City. The program will assist homeowners, business owners, and electrical contractors with the completion of electrical work.

The City has made available a timed inspection process for this program when necessary, as a convenience to a home owner or business owner who may be required to provide access for the inspector.

A “Final Electric” inspection should be scheduled through the AMANDA IVR System at <https://abc.austintexas.gov> or the Automated Inspection Request Line 512-480-0623. You will need your IVR PIN number and ten-digit permit number. For this program, schedule the Final Electric #305 inspection. You may also obtain status on your inspections through the IVR system.

An electrical contractor participating in the program shall register with the City annually under this program and pay a Special Inspection Program registration fee

It is solely the responsibility of the permit holder to keep a permit active by actively performing work toward the completion of the project as permitted by scheduling an inspection until the permit receives a Final status to the permit(s).

If you have any questions regarding the Electrical Special Inspections Program please contact the Building Inspections Division at 512-978-4000.

Thank you,

Carl Thompson,
Chief Electrical Inspector



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*This process implements Section 80.191 (Special Inspections Program) of the National Electric Code amendments;
 Section 25-12-113 (Local Amendments to the Electrical Code - Administration) of the City of Austin Land Development Code*

Apply for a Special Inspections Permit ON LINE (Austin Build + Connect): <https://abc.austintexas.gov>

Apply for a Special Inspections Permit by FAX: (512) 974-1226 (allow 24 hours to process)

*If a building permit has been issued on this project, do not use this form: Apply for permit ON LINE.
 An Investigation Fee will be charged if this form is used incorrectly.*

Electrical Special Inspections Program applies to electrical repairs that:

- May not involve penetration of a fire-rated wall or component;
- Does not require an electrical rough inspection;
- Does not include more than one stand-alone electrical permit;
- No work shall be allowed which involves disconnect or reconnect of electrical service, penetration of fire-rated walls, or components that require an electrical rough inspection

Examples may include electrical repairs and additions to existing electrical systems wiring such as: repair of existing equipment including fixtures, ballast, circuit breakers, fuses, receptacles, switches, smoke detectors; additional circuits, replacements or motors; controllers and disconnects that do not require Austin Energy disconnect.

This program allows random inspection of electrical work performed for one out of five residential permits and one out of ten commercial permits. When an inspection is scheduled, and upon request, the electrical contractor shall provide access to the permitted work.

1. The contractor must complete all questions on the application.
2. If a contractor performs work under this program after regular City work hours, the contractor must submit an application for the permit no later than 9 a.m. the next business day. Failure to do so is a violation under this program.
3. A permit fee established under separate ordinance will be charged.
4. Permits issued under this program will **expire 180 days** after issuance. If a permit issued for this program expires, then that participant may not continue to participate in this program.
5. There will be no refunds issued under this program.
6. A structure must be occupied. If this form is used and the structure is **NOT** occupied the inspector will fail the inspection and you will be charged an investigation fee.
7. If the final inspection requires access to a structure, the person giving access must be at least 18 years old.
8. The responsible contractor is defined as the City Registered Electrical Contractor.
9. The contractor is responsible for scheduling the final inspection, through AMANDA online <https://abc.austintexas.gov> or the IVR Automated Inspection Request Line (512) 480-0623.

Complete All Information – Please Print or Type

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save and continue.](#)

Type of work being performed at location: Electric

Electric Company Name: _____

PIN #: _____ Phone #: (_____) _____ - _____ Fax #: (_____) _____ - _____

Authorized Agent Name: _____

Structure Type (select one): Single-Family Residence Duplex Commercial

Job Address (include Suite and/or Suffix #): _____

Description of Work: _____

Proposed Work total valuation: \$ _____ Access Required? Yes No



**Electrical Special Inspections
 Completeness Form**

Fax (512) 974-6466

Building.inspections@austintexas.gov

To complete this form electronically: Open with Internet Explorer, then [Click Here to Save](#) and continue.

Job Address: _____ Permit Number #: _____

Commercial Residential

Access Required: Yes No

Project Performed Date: _____ Date Submitted: _____

Work Description (must match the permit scope of work)

Type of Work (*select one*): Replace Repair Addition

Type of Work (*select one*): Existing New

Description of Work (*select one*): Fixture Ballast Circuit Breaker Fuse

Light Switch Receptacle Smoke Detector Motor/Controller Disconnect

Other: _____

All electrical work installed as provided in the work description on this form and identified on the electrical permit work description is installed according to the provisions of the currently adopted electrical code and amendments.

Acknowledgement

I acknowledge all the information provided on this form is correct. I further acknowledge all work was installed by an individual who holds the current license required for the scope of work performed. I understand that any incorrect information provided may be grounds for the licensee to be removed from the Electrical Special Inspections Program.

Master License Holder Name: _____ Master License #: _____

Master Signature: _____

Fax or email Completeness Form to the number or email listed at the top right.