



October 10, 2014

PLAN REQUIREMENTS FOR COMMERCIAL ELECTRICAL SYSTEMS

When applying for an electrical permit two copies of plans and specifications of the proposed work shall be submitted for existing structures; three copies are required for new buildings. The plans shall be drawn to scale with sufficient clarity and detail to show the extent of work. All submittals shall be accompanied by a completed Electrical Permit application.

Electrical Plans shall include:

1. Building floor plans showing lighting and power plans.
2. Indicate meter and panel locations.
3. Provide a riser diagram and panel schedules, service voltage, current and phase, conductor sizes, and conduit sizes.
4. Provide circuit home runs and relate them to panel numbers.
5. Provide a lighting fixture schedule.
6. Location of exit and emergency lights and their respective circuits.
7. Site lighting in excess of 14'-0" in height will require an engineered foundation system.

Electrical plans and specifications shall include the seal and signature of the architect or engineer under whose supervision they were prepared, or if exempt under the provisions of State Law, shall include the Name, address and Master Tradesman's card number of the Master Electrician under whose supervision they were prepared. Applications and plans may also be submitted digitally, in their entirety, to the front counter email address at: DSCpermits@hampton.gov

Steve Shapiro
Deputy Director of DSC

Community Development Department, Development Services Division

22 Lincoln Street, 3rd floor | Hampton, Virginia 23669
www.hampton.gov | Hampton's 311: 757.727.8311 | O.757.728.2444