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HOMEOWNER'S ELECTRICAL PERMIT INSTRUCTIONS

Electrical Bureau
Construction Industries Division
5200 Oakland Ave. NE,
Albuquerque, New Mexico 87113
Phone: (505) 222-9800

Electrical Bureau
2550 Cerrillos Road
Post Office Box 25101
Santa Fe, New Mexico 87504
Phone: (505) 476-4700

Electrical Bureau
Construction Industries Division
505 S. Main St., Ste. 150
Las Cruces, New Mexico 88001
Phone: (505) 524-6320

A HOMEOWNER'S ELECTRICAL PERMIT IS YOUR AUTHORIZATION TO INSTALL ELECTRICAL WIRING IN A SINGLE-FAMILY DWELLING OWNED AND OCCUPIED OR TO BE OCCUPIED BY YOU.

Complete the attached "**Homeowner's Electrical Permit Application**" on the other side of this page. Please be sure to sign it.

Prepare two sets of DETAILED drawings, including a panel schedule. Be sure your name and address are on EACH drawing. (Attached is a form you may use for your panel schedule.)

Submit to the Construction Industries Division the following:

- Your completed Application;
- Your examination fee of \$25.00. Your check or money order should be made payable to "Construction Industries Division."

If Construction Industries Division receives your submittal, the Application will be forwarded to the State Electrical Inspector for your area. The Inspector will contact you to make arrangements to examine your drawings and administer the required examination.

If you need to contact the Inspector before he calls you, please call one of the Construction Industries Division offices and ask for the name and number of the State Electrical Inspector for your area.

After your drawings are examined and approved, the Inspector will keep one set of drawings and will give you the other set.

The Inspector will give you a closed-book examination. You must obtain a score of 75% or better in order to pass. If you do not obtain a score of 75% or better, there is a 30-day waiting period. At that time you must re-apply and re-test.

After your drawings are approved and you successfully pass your examination, you must obtain an appropriate Electrical permit from Construction Industries Division before you do any electrical work. Your Inspector will tell you what inspections are necessary, will calculate the dollar amount of your permit, and will give you instructions on how to obtain the permit.

Call your Inspector when you are ready for each required inspection.

If you call for an inspection and do not pass the inspection, are not ready, are not at home, or the Inspector is denied access to the work for any reason, you must obtain a Re-Inspection Permit for each additional trip the Inspector has to make to your premises. Call your Inspector and you will be given instructions on how to obtain the Re-Inspection Permit. The Re-Inspection Permit must be obtained **BEFORE** the re-inspection can take place.

PLEASE COMPLETE THE "APPLICATION FOR HOMEOWNER'S ELECTRICAL PERMIT" FORM ON THE REVERSE SIDE OF THIS PAMPHLET.

If you have any recommendation on how we can improve on this process, please let us know.