



Municipality of Anchorage



Handout E.02

Small Electrical Project Permit (SEP)

Building Safety enforces the municipal ordinances requiring that all electrical installations conform to the requirements of the National Electrical Code and Local Amendments. In order to provide a more affordable, user friendly, efficient system for monitoring small electrical projects requiring minimal electrical review or inspection, Building Safety has introduced the Small Electrical Projects Permit (SEP) for the work described below.

The Small Electrical Project Permit (SEP) form can be purchased prepaid in any quantity at the Building Safety permit counter. Two or more forms may be used on the same job with the prior approval of the electrical inspector. The form provides the inspector with the information necessary to complete the review inspection process. Refunds will be allowed for unused forms.

The following requirements describe limitations and steps for completing the SEP form.

1. To use the SEP form the installation must not exceed:
 - a) Six general purpose receptacles or light fixtures on a single new 20 amp circuit, or
 - b) Six general-purpose receptacles or light fixtures added to several existing 20-amp circuits, where the additional load does not overload the existing circuits, or
 - c) Repair replacement of parts, extension of masts or riser conduits to existing electrical services. Not to include replacement of whole new service, upgrade to service, or any service change type work, or
 - d) One 30amp circuit to serve a single electrical appliance or machine. (Examples: electric water heater, cook top, copying machine, sign), or
 - e) Installation of a transfer switch to existing service; 200 amp or less, or
 - f) Installation of wiring for a residential spa or hot tub.
2. Electrical equipment or appliances must be listed and approved. For more information, refer to MOA Policy M.01, available at the Building Safety permit counter.
3. The SEP permit must NOT be a part of a project requiring a building permit, such as projects requiring structural and zoning approval. The permit clerks can help you determine what permits you need.
4. The SEP form must be completed and *posted at the job site before* beginning work. The inspector would consider work in progress without a completed form as working without a permit, which is subject to a \$1000 fine.
5. The contractor or resident home owner must fax the completed form within 24 hours of completion of work to 249-7777 or hand carry to the permit counter or an electrical inspector prior to inspection.
6. The contact person will be responsible for providing access for inspection.
7. ***This is a one time inspection form. If more than one inspection is required, the use of an additional SEP form will be necessary to cover each reinspection.*** Write the previous SEP form number in the space provided for tracking purposes. Check over project for completion before calling for inspections. Contact the electrical inspectors if there are any questions about this program.
Note: reinspection under this program could become costly if corrections are not made and additional reinspections are needed.

8. All electrical work, including that covered by this policy, must be installed by a licensed journeyman working for a Municipality of Anchorage licensed electrical contractor or by a homeowner working on their personal residence.
9. The SEP form provides space for information such as a brief sketch of the installation or precise location in a building. This is provided to minimize on-site appointments with the installer.

Ron Thompson, Building Official

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