



Department for Community Sustainability  
Building Division  
1900 2nd Avenue North  
Lake Worth, FL 33461  
561.586.1687

## ELECTRICAL SERVICE CHANGE CHECKLIST

**NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION**

ITEMS REQUIRED TO SUBMIT AN APPLICATION:

- 1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.
- 2. Electrical Riser Diagram showing wire sizes, conduit sizes, grounding per NEC requirements, panel schedule, main breaker size.
- 3. Electrical Load calculation per NEC that verifies that the proposed service size is adequate for the connected load.
- 4. Plot plan or survey showing current and proposed meter location and the location of the utilities service drop.

PLEASE COMPLETE THE FOLLOWING INFORMATION

EXISTTING SERVICE:     OVERHEAD     UNDERGROUND

SIZE IN AMPS: \_\_\_\_\_

PROPOSED NEW SERVICE:  OVERHEAD     UNDERGROUND

SIZE IN AMPS: \_\_\_\_\_

UPGRADE EXISTING     ADDITIONAL TO EXISTING

IS THIS SERVICE BEING UPGRADED BECAUSE OF THE INSTALLATION OF AN AIR CONDITIONING SYSTEM:     YES  
 NO

**NOTE:** FOR SAME DAY DISCONNECT RE-CONNECT CONTRACTOR MUST CALL UTILITIES LINE DEPARTMENT AT 586-1695 TO SCHEDULE A DISCONNECT. A PERMIT NUMBER IS REQUIRED. AFTER THE SERVICE IS INSPECTED THE INSPECTOR WILL NOTIFY THE LINE DEPARTMENT FOR A RE-CONNECT.

**Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.**

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_