



REQUEST TO ENERGIZE AN ELECTRICAL INSTALLATION



MEDFORD
BUILDING SAFETY

REQUESTING SUPERVISING ELECTRICIAN INFORMATION

Name of supervising electrician: _____ Date of request: ____ / ____ / ____
 Supervising electrician's license number: _____ Date installation was completed: ____ / ____ / ____
 Electrical permit no.: _____ *If a temporary permit is posted at the job site, please include a copy of it with this form.*

EMPLOYING ELECTRICAL CONTRACTOR INFORMATION

Name of electrical contractor: _____ License no.: _____
 Business address: _____
 City: _____ State: _____ ZIP: _____
 Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ E-mail: _____

CUSTOMER INFORMATION

Customer's name: _____
 Customer's address: _____
 City: _____ State: _____ ZIP: _____
 Address of installation if different than customer's address: _____
 City: _____ State: _____ ZIP: _____

INSPECTING AUTHORITY INFORMATION

Authority having jurisdiction to inspect: _____ Phone: ____ - ____ - ____
 Address: _____
 City: _____ State: _____ ZIP: _____

RECEIVING ELECTRIC UTILITY INFORMATION

Name of electric utility receiving request: _____ Phone: ____ - ____ - ____
 Address: _____
 City: _____ State: _____ ZIP: _____

REASON FOR REQUEST

- A.** Restoring electrical service that was interrupted or disconnected because of either a:
 Service change or Uncontrollable event, such as fire, flood, or severe weather;
 or
B. Electrical service at a remote location needs to be:
 Initialized Restored

COMPLETION INSTRUCTIONS AND SIGNATURE

Supervising electrician

Note: After sending this form to the electric utility named above, you **must** send a copy of this form to:
(1) the electrical contractor, **(2)** the customer, and
(3) the inspecting authority.

Supervising electrician's signature

Date

Electrical contractor

Note: By close of business on the first business day following energizing of a completed installation in response to the above request, you **must:** **(1)** notify the authority having jurisdiction that the installation has been energized, and **(2)** request that the authority inspect the completed installation.

Electric utility

Note: Please consider notifying the inspecting authority identified in this request when an installation is energized *before* inspection.

