

<p>Full Service Center 827 7th Street, Room 102 Sacramento, CA 95814 <i>M-F 8:30am - 4:30pm</i></p>	<p>East Area Service Center 5229 Hazel Avenue, Suite B Fair Oaks, CA 95628 <i>M-Tu. 9:00am - 4:00pm</i></p>
<p>Bradshaw Center 9700 Goethe Road, Suite A Sacramento, CA 95827 <i>M-F 8:30am - 4:30pm</i></p>	<p>North Area Service Center 3331 Peacekeeper Wy., Suite 100 McClellan, CA 95652 <i>W-Th. 9:00am - 4:00pm</i></p>

Residential Electrical Panel Change Out on Occupied Structures Non-Emergency Same Day

Purpose:

This document provides a summary of how to obtain a permit to change out an electrical panel, like-for-like, for an occupied residential structure and coordinate inspections with Building Inspection and the electrical utility.

Procedure:

- A residential electrical **miscellaneous (MISR) permit** is required for this type of project. This permit can be obtained at any one of our four offices usually as an over-the-counter permit issued at your first visit.
- The owner or contractor will need to call and coordinate with the electrical utility (usually SMUD or PG&E) to have the power disconnected in the morning so the panel can be removed and replaced.
- Once you have made arrangements and set a date for the utility to come out and disconnect power, contact Sacramento County Building Inspection to make an appointment for a Final Electrical Inspection and a Meter Tag Inspection for the same day.
- The morning of the change out of the electrical panel, contact Building Inspection by 8:00am and talk to the field inspector for your area and coordinate the afternoon inspection.
- After the utility comes out in the morning and disconnects the power, complete all work and be ready for an electric and meter tag inspection in the afternoon by Sacramento County Building Inspection.
- When the Building Inspector comes out in the afternoon and passes the inspection he will complete a meter tag and attach it to the meter.
- The Sacramento County Building Inspector will call the electric utility to inform them that the inspection has been completed, approved and that the meter has been tagged.
- The utility will then come out the same day and energize your electric panel.
- If there needs to be corrections, the Sacramento County Building Inspector will leave a correction notice notifying the owner and/or contractor what corrections need to be made.
- Once the corrections are made, call for a re-inspection as soon as possible. The inspector will probably not be out again until the next day if corrections are complete.
- The inspector will come out, inspect the corrections and if everything is correct he will approve the final inspection, tag the meter and call the utility to come out and energize the panel.

NOTE: This is not an emergency inspection situation and will not be given after hours consideration by Building Inspection or the utility company so coordination is extremely important to get power turned back on the same day.

Fees:

Permit fees are based on the valuation of the contract price or “Fair Market Value” for labor and materials. If more than two inspections are required, additional inspections will be charged an hourly rate plus fees.