

State of Minnesota
Board of Electricity

INSTRUCTIONS FOR COMPLETING A REQUEST FOR ELECTRICAL INSPECTION FORM

At or before the commencement of any new electrical wiring installation, the person responsible for making such installation shall submit to the Board a Request for Electrical Inspection and the appropriate inspection fee for such installation. **ALL FORMS MUST BE SIGNED BY AN AUTHORIZED PERSON OR OWNER.**

This form must be accurately completed. It is essential that the job address portion of the form identify the geographical location of the job. This address (location) may be different than the mailing address. If this location is in a rural or undeveloped area a map must be drawn on the back of the white copy. Complete location information must be provided, including county, street address, city, or where not located within a city, township name or township number and range, section number, and fire number.

All electrical wiring must be inspected before it is concealed in any manner. The electrical inspector must be notified sufficiently in advance to complete the inspection before insulating, sheetrocking, paneling, filling trenches, pouring concrete, etc. Wiring that is concealed before inspection must be exposed. Unless specific arrangements are made with the inspector, requested inspections are performed during normal business hours, Monday through Friday, exclusive of holidays. Inspections generally may be scheduled by telephone with the inspector for the subject area between the hours of 7:00 and 8:30 a.m. weekdays only.

The person requesting the inspection must make arrangements for the inspector to gain access to the installed wiring.

The white, pink, and blue copies of this form must be forwarded to the appropriate offices in accordance with the following instructions: **Note that the minimum inspection fee is \$20.00 per inspection trip.**

1. White and Pink Copy - Must be forwarded to the State Board of Electricity along with the appropriate inspection fee. All checks must be payable to the Board of Electricity. A map must be drawn on the back of the white copy where the job location is not identified by specific street address.
2. Blue Copy - This certificate or affidavit is required by law to be filed with the electrical utility company that supplies power to this installation before connection or reconnection of electrical service. Although this copy bears a carbon signature, the utility may require an original signature at the bottom of this form.

PLEASE NOTE: State law requires that the pink and white copies of this form must be on file with the State Board of Electricity before the Blue copy is submitted to the electrical utility.

3. Yellow Copy - Retain this copy for your record.

A Request for Electrical Inspection becomes void 18 months after the filing date. It is the responsibility of the person installing the electrical wiring (electrical contractor, installer, special electrician, or owner) to schedule all inspections, **including final inspections**. Electrical wiring required by the National Electrical Code must be completed before the building, space within the building, or equipment is utilized and before the expiration of the Request for Electrical Inspection. In the event that incomplete wiring is not required and a building, space within a building, or equipment is not being utilized, a new Request for Electrical Inspection must be filed with the proper inspection fee.

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