

Department of Building and Safety Electrical Homeowner Instructions

Section 23.10.160 of the Lincoln Municipal Code states that homeowners can only do electrical work relating to branch circuit and feeder wiring in their existing stand alone single family dwelling and accessory buildings that they **own** and **occupy** as their principal residence. Homeowners **cannot** do the wiring for a newly constructed house, the complete rewiring of an existing house, or any service equipment. (New, Rewire, or Repair)

Homeowners cannot install or connect to any alternate source of electrical energy such as solar systems, wind systems, generator sets, etc.

If your project is within the scope of the above municipal code than you may proceed with the filling out of the permit application and homeowners affidavit. A copy of each form is included with this handout.

Instructions for filling out the Homeowner Verification Form

1. Type or print your full name legibly at the top of the page in the blank provided.
2. Provide the correct and legal address of the property in the space provided under #1.
3. **Read each statement carefully**, then Fill in the date, your phone numbers and sign the document at the bottom.

NOTE: READ THE INFORMATION CONTAINED ON THIS FORM CAREFULLY, YOU ARE SIGNING A LEGAL DOCUMENT THAT CONTAINS REQUIREMENTS THAT YOU WILL HAVE A LAWFUL OBLIGATION TO PERFORM OR COMPLETE.

Instructions for filling out the Electrical Permit Application

1. Provide all of the information asked for at the top of the application.
Address, Owner Name, Owner daytime phone number, Inspection Type and ready date if you know the date the installation will be ready for inspection.
2. You will need to know the quantity of electrical items you are installing in order to properly fill out your electrical permit application.
For example 12 receptacle outlets, 6 electrical boxes for the installation of lighting fixtures, 6 lighting fixtures, 2 single pole switches, 2 three way switches.
All of the above items are counted and put in the proper line of the permit application. The line marked "Each outlet for lighting, receptacles, switches, and junction boxes" is where the receptacles, switches, and lighting box quantities are added together and that number placed in the appropriate blank. The lighting fixtures (6 in the example) are put in the line marked "Each lighting fixture".
3. Include any appliances or special equipment that applies to your installation and put the quantities in the appropriate box on the application.
4. Multiply the quantities by the fee for each item and place the total in the proper box.
5. Add together all item totals down the right side of the application and put the total of these items in the permit fee subtotal box.
Note: There is a minimum permit fee of \$25, for applications that do not have a quantity of items that total \$25 there will be a minimum differential applied to the application so that the reflected total is \$25.
If your project is located outside the City Limits of Lincoln, don't forget to add the appropriate charge for work done beyond the City Limits. (3-8 mile limit, add \$15, Beyond the 8 mile limit add \$30)
6. Sign and date at the bottom, and turn all documentation over to the counter technician for processing.

Inspection Procedures and what needs to be done before I call for an inspection.

The following are the two types of inspections that you will be requesting.

Electrical Rough In Inspection - This is the inspection that is done after all wire and boxes have been installed and all wiring connections made up in the boxes, **before** the installation of any insulation or building materials that cover the wiring.

Electrical Final Inspection - This is the inspection that is done once all of the electrical devices have been installed and after the wiring has been checked for accuracy and functionality by the homeowner.

These inspections will be done after you have completed the proper phase of the installation and make a formal request for inspection through the **inspection request line 402.441.8213**. Do not contact the electrical section or an individual inspector to request an inspection, **always use the inspection request line**. Inspection requests made before 7:00 am will be inspected the same day. No specific appointments are allowed, but you may provide a contact number for the inspector to call 30 minutes before he will be in the area to perform the inspection. When you are making your request for inspection you will need to include the following information:

- 1. Your address**
- 2. Your permit number**
- 3. What type of inspection you are requesting.** (Electrical Rough In, or Final)
- 4. The date you want the inspection.**
- 5. Any special instructions for the inspectors.** (Location of a hidden key, door access code, phone number of person to contact for access etc.)

Tips for a safe and code compliant electrical installation

There are code mandates for where you must install receptacles, lights and switches in all of the rooms in a house. Some of these requirements are listed below.

1. Receptacles can be placed no farther apart than 12 feet on any unbroken length of wall.
2. Receptacles must be installed within 6 feet of any opening in a wall. (Such as doorways, built-ins, fireplaces etc.)
3. All receptacles installed in a house must be of the “tamper resistant” type.
4. Every room must have at least one light that is controlled by a switch located by the door that is usually used to enter the room.
5. Kitchen counter tops must have receptacles within two feet of the end of the counter and within two feet of the sink or range and not more than four feet apart. All kitchen counter receptacles must be fed by a minimum 20 amp branch circuit, and there can be no less than two total circuits that feed these outlets.

6. All receptacles installed in bathrooms, kitchen counters, outdoors, garages, and in unfinished basements must be protected by ground fault circuit interrupters.
7. Garbage disposals, dishwashers, trash compactors, range hoods under certain conditions, space saver microwaves, etc. can all be cord and plug connected, as long as it is done in compliance with the code. All of these items are required to be on their own circuits.
8. Bathroom plugs must be fed from an 20 ampere rated circuit that only feeds bathroom outlets. The bathroom sink must have a receptacle installed within three feet of the edge of the sink.

There are codes that dictate how electrical wiring is installed within the walls before the insulation and drywall are installed. Some of these codes are listed below.

1. Romex is typically ran through bored holes in the framing members. The bored holes for the wiring must be at least 1 1/4 inches from the face of the nailing surface of the stud. If you cannot drill the holes so that they are at least 1 1/4 inches back from the face, then a 1/16 inch metal plate must be installed at the face of the stud so that the metal plate will protect the wires from nails or screws that might be used for the installation of drywall, pictures, drapes, or wall hangings that require fasteners to be installed later.
2. The boxes used for the wiring and the installation of switches, receptacles, and light fixtures are all marked with a maximum number of wires that can be installed. You need to be sure to not put more wires in the box then what it is rated for, and you should also make sure that the box is deep enough if you are installing a large body device such as a GFCI receptacle or a lighting dimmer.
3. Receptacles can have only one “black”, one “white”, and one “ground” wire attached to them. If you have more than one each of these wires in a box then they must be connected together with a wingnut and a “pigtail” wire that is used to connect to the device.
4. Romex MUST be stapled within 8 inches of every box, and every wire that goes into a multi-gang box must have a connector to keep the wire from slipping back out of the box.
5. Romex run through an attic must be ran in a fashion that the ceiling framing will protect the wires from anyone that may walk or crawl through the attic from stepping on or damaging the wire with their knees. If the framing is not in a fashion that this can be done, “runner” boards may be installed to protect the wires.
6. Lighting fixtures, fans, and metal boxes that have ½ inch knock outs for the wiring to be installed in them, must have a “romex” connector installed where the wire enters these knock outs.

Failure to follow the above guidelines will result in more than one inspection of your project and will cost you \$75 for every trip the inspector must make to your house. So please do your best to follow all of the above rules. Keep in mind that all of the rules that govern electrical wiring could not be placed in this brochure. If you have items that you are attempting to install and they are not covered here, we recommend that you consult your local library or the internet to find out more.

Once you have exhausted all resources available to you but you still are not sure how to install your equipment contact your area electrical inspector. If he can explain what you need to know over the phone in a timely fashion then he will try to help you through your installation. If your questions become too involved the electrical inspector may recommend that you hire an Electrical Contractor to either install the wiring for you, or to assist you in your installation.

Area Electrical Inspectors

North of 'O' street - Jerry - 402-432-1494

South of 'O' street and east of 27th Street - Ray - 402-430-5824

South of 'O' street and west of 27th Street - Darrell - 402-432-1601

Section 23.10.160 of the Lincoln Municipal Code

Installation by Homeowner

Citizens may install electrical branch circuit and feeder wiring only in a single family dwelling which they own and occupy as their principal residence. A single family dwelling shall mean a dwelling having accommodations for and occupied by one family and is not attached in any way to another dwelling. All electrical wiring installed by homeowners shall be for themselves, without compensation or pay from or to any other person for such labor or installation. Such installation by a homeowner shall comply with the requirements of this code, and the homeowner in exercising this privilege shall not constitute or be considered as an electrical contractor. The homeowner shall be required to file plans, demonstrate knowledge of code requirements, apply for and secure a permit, pay the required permit fees, and call for all inspections in the manner provided by this code.

The Department of Building and Safety may deny the issuance of electrical permits to homeowners under any one of the following circumstances:

(a) There is reason to believe the proposed electrical work will be done by someone other than the owner;

(b) There is reason to believe the property is or will be sold on the completion of the electrical work. For the purposes of this subsection (b) there is a rebuttable presumption that the property is or will be sold on the completion of the electrical work if the applicant, within the prior five years, has sold his or her home and the electrical work for said home was performed by the applicant under a homeowner's permit.

(c) Previous homeowner electrical permits have not been completed in compliance with this code;

(d) The owner is temporarily residing in the home.

If the homeowner is found to have at any time violated or falsified any of the above items, they shall immediately cease all electrical work, forfeit the homeowner's permit, and obtain a registered electrical contractor to complete the electrical work in compliance with the code.

Appointments for required inspections shall not be made with the exception that inspection requests may be scheduled for a given day. The inspection shall be performed on the day requested by the homeowner. The homeowner, if unable to be present during the normal working hours of a day, shall be required to supply a key or other means of access for the inspection to be performed. Homeowners may be granted one reinspection per permit without reinspection fee charge. Further reinspections will require payment of the reinspection fee provided for in the electrical permit fee schedule. (Ord. 19217 §3; March 9, 2009: prior Ord. 17049 §5; August 19, 1996: Ord. 16384 §5; June 14, 1993: Ord. 15580 §12; June 4, 1990: Ord. 14228 §16; September 30, 1985).