

Electrical Permits

The following applies to both Residential and Non-Residential uses of a property unless otherwise indicated.

- Any construction, including renovations, repair or replacement of wires and/or electrical equipment excluding plug-in/cord equipped fixtures or appliances. A permit is not required for the replacement in kind of a lighting fixture, receptacle or switch.
- Wiring and installing new receptacles and hard-wired smoke detectors.
- Low voltage systems, including security alarm systems.
- Upgrading electrical amperage.
- Upgrading knob & tube wiring and/or electrical panel.
- Installing new exterior wiring and outdoor lighting.
- General information
 - Permit application forms may be picked up at our Office or printed from this site. Please print, complete and return the first page ONLY. Applications should be accompanied by three (3) copies of clearly labeled project drawings, as applicable, and the application fee of \$35.00. Checks should be made payable to Borough of Kutztown. Please do not send cash through the mail. Credit card payments must be made in person at our office, unless the Community Development Office has a current credit card authorization form on file in your name. We accept VISA, Master Card, American Express and Discover. Kutztown Community Partnership gift cards are also accepted as form of payment.
 - Application should be signed by the master, residential or installer licensee. If the property is occupied solely by the owner of the property and their family, the owner can perform the work and, therefore, should sign the application.
 - If a property owner has been deemed eligible by our Office to perform their own work, an affidavit must be completed by that person, notarized and returned to our Office for attachment to the approved application prior to the issuance of the permit. Affidavit forms may be picked up at our Office or printed from this site.
 - Electricians must be licensed by the Borough to pull a permit. License applications are available at our Office or from this site. Electricians performing work in one- or two-family dwellings must also hold a home improvement contractor's license with the State of Pennsylvania.

- Per the PA UCC, applications deemed complete will be reviewed within thirty (30) business days of receipt for commercial projects [PA UCC §403.43(a)] and within fifteen business (15) days for residential projects [PA UCC §403.63(a)]. However, if the drawings for a residential project are prepared by a PA licensed or registered design professional and the application contains a certification by the professional that the plans meet the PA UCC, the time period for review is reduced to five (5) business days. Applicants will be notified by phone when the review is complete. Without exception, applications are processed in the order that they are received per the date indicated by our Office.

- Permit fees should be paid after the application is approved. Permits will be issued by our Office only after the permit fees have been paid in full. Work shall not begin until you have received the permits.

- Approved applications are valid for six (6) months from approval date and permits may be picked up during normal business hours. Approved permits not issued within this time frame will be deemed abandoned and become invalid. [ICC International Building Code §105.3.2]

- Issued permits will be deemed invalid if the authorized work has not commenced within six (6) months of the permit issue date, or if the authorized work is suspended or abandoned for a period of six (6) months after the work began. [PA UCC §403.43(g) and §403.6(g)]

- Inspections required will be listed on each permit and can be arranged through the Community Development Office within 24 hours of a request.

- Upon final approval by the inspector, our Office will issue and mail you a Certificate of Completion for your permit.

Electrical Permit Fees - *The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.*

Residential (One- and Two-family Dwellings)	
Permit Fees	
Application Fee	\$35.00
Rough wiring	\$30.00 1 to 20 outlets \$5.00 each additional 20 outlets
Final wiring	\$30.00 1 to 20 outlets \$5.00 each additional 20 outlets
New construction	\$90.00, single family, up to 200 amp (based on two inspections) \$100.00, over 200 amp
Townhouses, based on groups of 5 or more units per visit	\$55.00 each unit (roughs and services to be inspected in one visit)
Mobile home	\$55.00 service fee \$25.00 feeder
Service	\$55.00 not over 200 amp \$65.00 not over 350 amp \$90.00 not over 1000 amp \$175.00 not over 1500 amp \$250.00 over 1500 amp
Feeders and panel boards	\$20.00 not over 200 amp \$30.00 not over 400 amp \$35.00 not over 1000 amp \$40.00 up to 1500 amp
Heating and air conditioning	\$45.00 30 Kw or less \$65.00 over 30 Kw
Protective signaling system	\$50.00
Swimming pool	\$45.00 Above-Ground (one visit) \$90.00 In-Ground (two visits)
Spa, hot tub, etc.	\$45.00
Minor alteration and addition	\$65.00 up to 25 outlets and a maximum 200 amp service (one visit)
Other Fees	
Re-Inspection Fees	\$35.00 first reinspection \$70.00 each additional reinspection
Consulting Rate	\$72.00/hour
PA Municipal Officials Training Fee	\$4.00 each permit

Non-Residential (Commercial & Residential other than One- and Two-family Dwellings)	
Plan Review Fees	ICC Formula x 0.60
Permit Fees	
Application Fee	\$35.00
Rough wiring	\$30.00 1 to 20 outlets \$5.00 each additional 20 outlets
Final wiring	\$30.00 1 to 20 outlets \$5.00 each additional 20 outlets
Service	\$55.00 not over 200 amp \$65.00 not over 350 amp \$90.00 not over 1000 amp \$175.00 not over 1500 amp \$250.00 over 1500 amp
Feeders and panel boards	\$20.00 not over 200 amp \$30.00 not over 400 amp \$35.00 not over 1000 amp \$40.00 up to 1500 amp
Heating and air conditioning	\$45.00 30 Kw or less \$65.00 over 30 Kw
Protective signaling system	\$60.00 \$60.00 telephone \$20.00 115 volt detectors
Swimming pool	\$45.00 Above-Ground (one visit) \$90.00 In-Ground (two visits) \$180.00 Three-year state certification
Spa, hot tub, etc	\$45.00
Motors, generators, transformers	\$35.00 1 hp to 30 hp or Kv \$10.00 each additional \$45.00 50 hp to 100 hp or Kv \$10.00 each additional
Transformers, vaults, enclosures	\$70.00 not over 200 Kv \$100.00 not over 500 Kv \$140.00 not over 1000 Kv \$200.00 over 1000 Kv
Minor alteration and addition	\$65.00 up to 25 outlets and a maximum 200 amp service (one visit)
Sign	\$35.00 first sign \$5.00 each additional sign
Other Fees	
Re-Inspection Fees	\$35.00 first reinspection \$70.00 each additional reinspection
Consulting Rate	\$72.00/hour
PA Municipal Officials Training Fee	\$4.00 each permit