



Self-Wire Electrical Inspection Application
Minot Code of Ordinances Chapter 12

Office Address: 1025 31st St SE
Mailing Address: PO Box 5006
Minot, ND 58702
Email: inspection@minotnd.org
(701) 857 - 4102

Please read the information and requirements for self-wiring on the back of this form before proceeding. All spaces must be completed. An incomplete form will be returned. If a space does not apply, write "None." Any work involving a service is NOT ALLOWED under this application. This form must be completed along with the attached schematic drawing. An interview will need to be scheduled with one of the Electrical Inspectors.

Address of Property to be Wired

Do you own this property? Yes No Do you occupy this property yourself? Yes No
(If either of these questions is "No," do not continue as self-wire will be denied.)

Is any part of this property going to be used for rental, commercial, or business use? Yes No
(If "Yes," do not continue, as self-wire will be denied.)

APPLICANT INFORMATION:

Name Mailing Address City Zip Code

Phone (Home) Phone (Work) Phone (Cell)

Type of Property to be Inspected Start Date of Project

Describe the Type of Work You Want Inspected

Power Supplier

Will this wiring be done by yourself? Yes No If the answer is no, list the following...

Name (Relationship) Address City Zip Code Phone

NOTE: This individual must be present for the interview with the Electrical Inspector. Once the interview has been conducted if approved, a city permit fee of \$35.00 will be collected.

THE MINIMUM FEE WILL BE \$50.00. The minimum fee will cover a wiring job valued at \$1,657.41 or less (including a reasonable labor cost). Fees for jobs over \$1,657.41 (including a reasonable labor cost) will be calculated on the basis of the current inspection fee schedule. FEES WILL BE INVOICED BY THE NDSEB (North Dakota State Electrical Board.)

Owner agrees that the wiring project needs to be completed within 90 days (calculated from project start date) unless an extension is granted by contacting the local inspector listed above. If the project extends beyond 90 days from project start date, the owner agrees to hire an electrical contractor to finish the project.

I, the undersigned declare under the penalty of perjury that the above application and statement is true and accurate. I agree to pay the amount for the inspection requested in this application, it being understood that the fee is due once the trip for inspection has been made.

Signature

Date

OFFICE USE ONLY

Interviewing Inspector

Approved Denied \$35.00 Paid Yes No

Permit Number

Certificate Number

INFORMATION AND REQUIREMENTS FOR SELF WIRING

1. You **must both own and occupy** the residence you are going to wire. (**Churches, schools, commercial, and rental property (to include mobile home parks)** are required to be wired by a North Dakota licensed electrical contractor.)
2. You, yourself must do the wiring or a member of your immediate family. If you do not have the ability, you need to hire a North Dakota licensed electrical contractor. He/she must be bonded, insured, and licensed with the City of Minot.
3. All electrical wiring (temporary and permanent) is required to be done properly regardless of the size of the job.
4. State law requires inspection and certification in any one of these instances: however, **self-wires are not allowed for any services**. You must obtain an electrical contractor for any new service or service alteration.
 - a. A new service is installed (Fuse or circuit breaker installed in a building or for the mobile home. **(self-wire service installation is not allowed in mobile home parks)**).
 - b. A service is altered. (Any alterations to service such as overhead to underground). **(Not allowed under a self-wire)**.
 - c. A building is moved and reconnected to power. **(Not allowed under self-wire)**.
 - d. Where a mobile home feeder is installed. **(Self-wire installation not allowed if in mobile home parks)**.
 - e. Inspection fees will be calculated as stated in current inspection fee schedule from NDSEB (North Dakota State Electrical Board) with a minimum of fifty dollars.
5. **Once the interview is completed and approved to do the wiring, a city permit fee of \$35.00 will be collected.**

PROCEDURES FOR YOUR PROJECT INSPECTION ARE:

1. Fill out the self-wire electrical inspection application, complete the wiring schematic for your project, complete interview with electrical inspector, if approved from interview, you will be given the go ahead to proceed with your project and **a permit fee of \$35.00 will be collected**.
2. **On the enclosed graph paper, draw a schematic of your project**. Please indicate building footprint for each level wired, circuitry, wire size, over current protection, switch and outlet locations, panel location, etc.
3. After a permit is issued and when you are ready for inspection, call the City of Minot Inspection Department at (701) 857-4106. These inspections usually consist of a rough-in and a final inspection.

If the job does not meet code, an inspection report will be written up and another inspection will be required to certify the work. **The person who did the wiring will be required to be there to explain the job**. If there are minor code violations, sometimes they can be corrected on the spot. This can avoid additional inspections.

You owe it to yourself, your family, and anyone who may enter or occupy the property in the future that all electrical work is done properly.

This is for informational use only. Should you be having work done on a service (which is not allowed under a self-wire), remember that the power company cannot energize the facility if this is a new service, or an old service which has been altered, until they have been given a wiring certificate provided by a licensed electrical contractor. Once service is installed, your electrical contractor will need to contact our inspector to conduct an inspection for approval of service.

