



City of Stafford

2610 South Main
Office Number (281) 261-3940

Stafford, Texas 77477
Fax Number (281) 261-3939

Electrical Reconnect/Certificate of Occupancy \$75.00 \$50.00

Address to be Serviced:			
Applicant Name:		Business Name:	
Name on file at Utility Company		Name on Certificate of Occupancy:	
Work Phone Number:	Home Phone Number:	Mobile Phone Number:	
Mailing Address:			
Business Hours:	Approximate # of Employees:	Will dumpster be required <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, the dumpster must be screened)	
Will there be any storage of hazardous or explosive materials? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach detail sheet)			
Mobile Home <input type="checkbox"/>	Business <input type="checkbox"/>	What Type of Business: _____ <small>(Retail, Industrial, Manufacturing, Assembly, Food Service, etc)</small>	
Will any air or water quality permits be required from the Texas Commission on Environmental Quality or any other agency? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, detail type on separate sheet)			
Sales Tax License #		*Attach Copy of Sales License	
APPLICANT – PLEASE NOTE!			
FILE AN APPLICATION WITH YOUR SERVICE PROVIDER TO HAVE YOUR ELECTRICITY TURNED ON.			
The building must be open during the hours of 8:00 a.m. to 4:00 p.m. on the day of requested inspection.			
Inspection will be made (under normal circumstances) within thirty-six (36) hours after an application is filed, and inspection request has been made, excluding week-ends and holidays. If the building is not open during the “time frame” specified, a new inspection must be scheduled with the City Permit Clerk.			
If any electrical code violation exists in a building, the owner or applicant is required to have them corrected by a state licensed electrician registered with the City of Stafford.			
The inspector will NOT BE RESPONSIBLE for the building being open or for picking up keys.			
Received By:		Approved By:	
Requested Date of Inspection:	Expected Move-in Date:	Electrical Reconnect Fee	\$ 75.00
		Certificate of Occupancy	50.00
Applicant Signature	Date	Issuance Fee	5.00
Printed Name		Total Fee Due	\$

Electrical Reconnect Requirements

Inspection consists of the following:

1. Address on building (Minimum 4" letters/numbers)
2. All switches and receptacles to have a cover plate and in working order.
3. No exposed electrical wiring.
4. Electrical conduit and wiring cable to be supported
5. All electrical breaker boxes to have all knock-outs properly plugged and supported.
6. Main electrical breaker box to have a main breaker and dead front cover
7. Use of extension cords to be 6' or less in length, and not running across doorways, etc.
8. All light fixtures to be properly supported and enclosed.
9. All exit light fixtures to be in good working order
10. All emergency powered lights to be tested by pushing the test button. At that time, the direct current bulbs will have to light up.
11. Proper ground rod and connection
12. Three feet of free working clearance in front and sides of all electrical service equipment
13. Some or all of these items may require an electrical permit. Only a Master Electrician, licensed by the State of Texas and registered with the City of Stafford may perform the work.