



Official Use Only

Permit # _____

E&S Sheet: _____ Health Dept Info: _____

Deed/Plat Info: _____ Title of MH: _____

MLA "Mechanics' Lien Agent" Info; Specify on

Building Permit Informational Form or Enter N/A

Floyd County Department of Inspections
120 West Oxford Street PO Box 218 Floyd, VA 24091
Phone: 540-745-9359 Fax: 540-745-9305

PERMIT APPLICATION

1. Applicant

Name: _____ Phone: _____
Company: _____ Cell: _____
Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____

2. Owner (If different than above)

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

3. Address of Property

(E911 Address will not be issued until a footing inspection is complete)

Address: _____ Tax Map# _____

(Road driveway comes off of)

_____, _____ Magisterial District: _____
City State Zip

Subdivision & Lot # (If Applicable): _____

Directions: _____

4. Proposed Work

- New Dwelling New Dwelling-Modular Addition/Renovation
 Garage/Carport Singlewide Doublewide Triplewide
 Other (Please Describe): _____

Type of Permits Needed: Building Electrical Plumbing Mechanical

ELECTRIC PERMIT INFORMATION

Electrical Contractor Information

Business Name: _____
Contractor's Name: _____ **Telephone Number:** _____
Contractor License Number: _____ **Expiration Date:** _____
Contractor's Address: _____
Contractor's Email Address: _____

Complete Only One Section (A, B, C or D)

(A) New Service:

Permanent Service: 200 amp 300 amp 400 amp 2--200 amps
 Other: _____
 Single Phase 3 Phase

Temporary Service: 100 amp Other: _____

AEP Work Order Number (Temporary Power) 9 digit #: _____
AEP Work Order Number (Permanent Power) 9 digit #: _____

(We will need these numbers before we can fax AEP your service connection request)

(B) Running Additional Wiring: (AEP is not involved)

What is the existing electric service? : 200 amp 300 amp 400 amp
 2--200 amps Other: _____

(C) Upgrading Existing Service:

60 amp to 100 amp
 100 amp to 200 amp
 200 amp to 400 amp
 Other: _____

AEP Work Order Number (Disconnect) 9 digit #: _____
(Reconnect) 9 digit #: _____

(D) Alternative Service:

Solar
 Photovoltaic
 Other: _____

AEP – RESIDENTIAL ELECTRIC SERVICE GUIDE

HOW TO APPLY FOR NEW RESIDENTIAL ELECTRIC SERVICE

1. Apply for building permit.
2. Call **AEP “CALL CENTER”** at **1-800-956-4237** and give the following information. (Call Center is open 24 hours/day, 365 days/year).
 - ❖ **Service name, street name, lot number. *MAKE SURE THIS NAME AND ADDRESS ARE THE SAME AS ON THE BUILDING/ELECTRICAL PERMIT**
 - ❖ Phone number (pager, cell phone if applicable) for home and work.
 - ❖ Location of service site (landmarks, streets, roads, etc.) for AEP personnel to find site.
 - ❖ Do you want this service **overhead or underground**? In most cases there is no charge for an overhead service to a residence with an occupancy permit from the county building inspector. There is almost always a charge for underground service. An underground agreement would have to be signed and payment received before a work order is issued.
 - ❖ Is this a **temporary** service? Temporary service is not always readily available. **If this is a temporary service, you will need to make another application for permanent service.** This can be done at the same time as the temporary application.
 - ❖ What has to be done to serve you? Do you know how close you are to an existing power line? Will AEP need to cross other properties to get to yours? When extending power line, AEP is required to secure a right-of-way easement from every property owner involved.
 - ❖ When will you need service? Sufficient advance notice needs to be given to meet a realistic service date. Design on your service will begin shortly after your application is received, **however, Virginia state law requires that prior to electrical service being installed, we must receive an approved electrical inspection from the town/county inspector before final connections can be made.**
 - ❖ **Write down the AEP order number(s)** from the call center for future reference.

*****AEP does not need a 911 address to set your application up for new service.** If they say that you have to have an address he/she is not correct. Any problems at all when you call please get their full name and their extension number, (yes, they do have an extension number) and call our office at 540-745-9359 or have them to call and we will be glad to get things straight with them.