

Mechanical, Electrical, Plumbing (MEP)

Town of Herndon - Building Inspections
777 Lynn Street 2nd Floor Herndon, VA 20170
(703) 435-6850 buildinginspections@herndon-va.gov



PRE-APPLICATION REQUIREMENTS

If this application is in conjunction with a building permit, the building permit must be issued prior to application for mechanical, electrical, and plumbing.

All MEP work should be included in the building permit plans for approval. If not, you will need to submit a plan showing the proposed work.

REQUIRED DOCUMENTS

The documents below must be included in the application package. Failure to include the following will result in your application being returned.

- Completed Mechanical, Electrical, or Plumbing Permit Application
- Virginia State Contractors License (if applicable)
- Owners Affidavit
- If this is in conjunction with a building permit and plans were not approved with the building permit plans, a plan must be submitted showing the proposed MEP work.
- If this is not in conjunction with a building permit a plan must be submitted showing the proposed MEP work.

Plans are not needed for exact replacements of appliances

HOW TO APPLY

Email all of the required documentation and plans to buildinginspections@herndon-va.gov

WHAT'S NEXT

Once your permit has been reviewed and approved by all Town agencies you will receive and email with payment instructions. Once payment is made, you will receive your permit(s) and approved plans by email.

Electrical Permit Application

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone (703) 435-6850

E-Mail: buildinginspections@herndon-va.gov



BUILDING PERMIT #: _____

JOB ADDRESS: _____ SUITE/FLOOR #: _____

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

NAME OF TENANT/OCCUPANT: _____

PLEASE ENTER HOW MANY OF EACH YOU ARE ADDING/REPLACING/ALTERING.
IF IT DOES NOT APPLY, PLEASE LEAVE IT BLANK.

ESTIMATED CONSTRUCTION COST OF ELECTRICAL WORK ONLY: \$ _____

APPLIANCES:	_____	MOTOR 1/8 - 1 hp:	_____
CONTROL WIRE A/C & HEAT:	_____	MOTOR 1 - 5 hp:	_____
CIRCUITS:	_____	MOTOR 5 - 10 hp:	_____
DENTAL CHAIRS:	_____	MOTOR 10 - 20 hp:	_____
FIRE ALARM STRIKE STATION:	_____	MOTOR 20 - 30 hp:	_____
FIRE ALARM SMOKE DETECTOR:	_____	MOTOR 30 - 40 hp:	_____
FAN COIL UNITS:	_____	MOTOR 40 - 50 hp:	_____
FIXTURES:	_____	MOTOR OVER 50 hp:	_____
GAS ISLAND PUMPS:	_____	PARKING LOT LIGHT POLE:	_____
GENERATORS 0-5 kw:	_____	SERVICE 0 - 800 amp:	_____
GENERATORS OVER 5-25kw:	_____	SERVICE >800 amp:	_____
GENERATORS OVER 25-35kw:	_____	SIGN FLOURESCENT TUBES:	_____
GENERATORS OVER 35-50kw:	_____	SIGN NEON TRANSFORMER:	_____
GENERATORS OVER 50 kw:	_____	TEMP SERVICE 0 - 400 amp:	_____
CENTRAL HEAT/AC RESIDENTIAL:	_____	TEMP SERVICE 400 - 800 amp:	_____
ELECTRIC HEAT 0-4kw:	_____	TEMP SERVICE OVER 800 amp:	_____
ELECTRIC HEAT 4-6 kw:	_____	SUBPANELS:	_____
ELECTRIC HEAT 6-8 kw:	_____	TRANSFORMER 0 - 10 kva:	_____
ELECTRIC HEAT 8-10 kw:	_____	TRANSFORMER 10 - 50 kva:	_____
ELECTRIC HEAT 10-14 kw:	_____	TRANSFORMER 50 -75 kva:	_____
ELECTRIC HEAT 14-20 kw:	_____	TRANSFORMER 75-200 kva:	_____
ELECTRIC HEAT 20-25 kw:	_____	TRANSFORMER OVER 200 kva:	_____
ELECTRIC HEAT Over 25 kw:	_____	UNIT HEATERS:	_____
LED SIGN:	_____	WELDERS:	_____
Low Voltage Type:	_____	AFTER HOURS INSPECTION:	_____

SUBCONTRACTOR: _____ PHONE#: _____

ADDRESS: _____ EMAIL: _____

SIGNATURE: _____ PRINT NAME: _____

VIRGINIA STATE CONTRACTORS LICENSE: _____ EXP. DATE: _____