



Power Activation Process

Community Development Department Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

INSTRUCTIONS - RESIDENTIAL

Below is the process to follow for power reconnect as follows:

1. Hire an electrical contractor to inspect the electrical system and confirm it is in good working order.
2. Have the electrician complete and upload to [ePlan](#) the following forms:
 - a. Trade Permit;
 - b. Sub-contractor affidavit (must be notarized if the contractor will not personally submit the Application);
 - c. Provide State Trade License
 - d. Provide Business License
 - e. Provide Driver's License
 - f. Request for Power Release Form;
 - g. Homeowner's Affidavit (must be notarized)
3. Submit the above forms and pay the \$65.00 inspection fee.
4. Schedule an inspection (can be scheduled as soon as the next business day) Please call our office at 678-421-2027.
5. Upon inspection and approval, our team will notify the electrical company that power can be activated at the site. Generally, Norcross Power will be activated the next business day.



Power Activation Application

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JOB LOCATION			
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential			
Job Site Address:	Suite or Lot#	Subdivision/Tenant:	
WORK INFORMATION			
Provide Work Description in Detail:			
LANDOWNER OF RECORD			
Name:	Phone:	Email:	
Address:	City:	State:	Zip Code:
ELECTRICIAN'S INFORMATION			
Electrician's Name:	Phone:		
Company Name:	Email:		
Company Address:			
Business License No:	Business License Expiration Date:		
State Trade License No:	State Trade License Expiration Date:		
I have attached a copy of the following unexpired documents to this form:			
<input type="checkbox"/> Driver's License <input type="checkbox"/> State License (GC General Contractor Company or Qualifying Agent Card) <input type="checkbox"/> Business License			
Electrician's Signature: _____ Date: _____			
NOTARY (required if not submitting application in person)			
I _____, state certified tradesman of record, hereby authorize _____ to submit my name, business license and trade card(s) to the City of Norcross for the issuance of a building permit for the above address.			
Before me, the undersigned notary public, this day, personally, appeared _____ to me known, who being duly sworn according to law, deposes the following:			
Subscribed and sworn to before me this _____ day of _____, 20____.			

Notary Public			
OFFICE USE FOR IN PERSON SUBMITTALS			
The state certified tradesman has submitted the above information in person to the Community Development Department on _____, 20____ and has been received by _____			



Subcontractor Affidavit

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NOTICE

This form must be completed, signed and submitted to the Community Development Department before work may commence. **All State Certified Trade Contractors must either make a personal appearance to obtain a permit or submit a notarized signature on this form and attach the required documentation.** All information requested on this form is required before the issuance of a building permit.

JOB INFORMATION

Building Permit Number:	Job Site Address:	Lot or Suite#

SUBCONTRACTOR INFORMATION

I understand that I will be held responsible for this job until the Community Development Department is notified of any change:

Electrical
 Plumbing
 HVAC
 Low Voltage

Name:	State License Number:

Company Name:	Business License Number:

Company Address:	Business License Jurisdiction:

Phone number:	Email:

I have attached a copy of the following **unexpired** documents to this form:

- Driver's License
- State License (GC General Contractor Company or Qualifying Agent Card)
- Business License

NOTARY

I _____, state certified tradesman of record, hereby authorize _____ to submit my name, business license and trade card(s) to the City of Norcross for the issuance of a building permit for the above address.

Before me, the undersigned notary public, this day, personally, appeared _____ to me known, who being duly sworn according to law, deposes the following:

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

OFFICE USE FOR IN PERSON SUBMITTALS

The state certified tradesman has submitted the above information in person to the Community Development Department on _____, 20____ and has been received by _____



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INSTRUCTIONS - COMMERCIAL

Below is the process to follow for power reconnect as follows:

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 - c. Provide State Trade License
 - d. Provide Business License
 - e. Provide Driver's License
 - f. Request for Power Release Form;
 - g. Homeowner's Affidavit (must be notarized)
3. Submit the above forms and pay the \$125.00 inspection fee.
4. Schedule an inspection (can be scheduled as soon as the next business day) Please call our office at 678-421-2027.
5. Upon inspection and approval, our team will notify the electrical company that power can be activated at the site. Generally, Norcross Power will be activated the next business day.

REVISED November 2024



Request for Power Release

Community Development Department | Phone: 678-421-2027
65 Lawrenceville Street Norcross, GA 30071

I, or we, electrician of record, request a temporary I permanent power release on the electrical service at the below location for a period of time set by the inspector in order to do the following:

Description of request:

<input type="checkbox"/> T-Pole	Inspector Signature:	Inspection Date:
<input type="checkbox"/> Temp to Perm	Inspector Signature:	Inspection Date:

PROPERTY DETAILS

Address:		Permit #:
Project/Subdivision:		Lot #:
Start Date:	End Date:	
Power Company:		
Electrical Company:	State License #:	
Address:	Phone:	

In requesting this release to energize this service, I or we agree to the following (please initial):

- | | |
|--|---|
| | 1. I or we assume all responsibility and liability for any and all use of electricity in the building/site. |
| | 2. It is understood that no occupancy is to be allowed during use of this temporary approval and that occupancy will result in immediate disconnection of the service. |
| | 3. I or we relieve the City of Norcross and its inspectors and the utility company from any and all liability for damage or loss from requesting electricity to be disconnected from the wiring system. |
| | 4. A Georgia state licensed electrician will be responsible for installation of the electrical system and the construction superintendent will be responsible for the jobsite. |
| | 5. I or we understand that any violation of the above will be taken into consideration for any future applications. |
| | 6. <i>I or we assume any and all responsibility for any damage or injury resulting from this connection and relieve the City of Norcross and its inspectors from any liability.</i> |

Electrical Contractor Signature:	Date:
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Owner Affidavit

Community Development Department Phone: 678-421-2027
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Section I. Land Ownership	
I, _____, hereby attest to ownership of the property located at _____, Parcel ID# _____ for which this Application is submitted. The Ownership, as recorded on the deed, is in the name of _____.	
Section II. Type of Ownership	
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Government	
Corporation/LLC/Partnership Name:	Secretary of State Registration Number:
	Registered Agent Name:
Provide Names of all Officers/Members/General Partners (If applicable):	
Registered Agent Address:	Registered Agent Phone #:
COMPLETE BY OWNER	
As the owner of the above designated property for which this affidavit is submitted, I wish to allow _____ (applicant's name) to apply for a _____ for the address mentioned in Section I of this form. I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.	
NOTARY	
Owner states under oath that he/she is the owner of the property described under Section I, which is made part of this Application.	Sworn and subscribed before me this _____ day of _____, 20_____. Notary Public:
Name:	Seal:
Address:	
City, State, Zip Code:	
Email address:	
Phoner Number:	
Owner's signature:	Commission expires: