



After Hour Emergency Electrical Inspection and Release

This procedure is to be used in the event electrical service is disrupted for both residential or commercial properties during times outside normal working hours (Monday – Friday, 8:00a.m.-5:00 p.m.), including weekends.

Section 108.1 of the Virginia Uniform statewide Building Code states in part “*the building official may authorize work to commence pending the receipt of an application or the issuance of a permit*” and that “*applications for emergency construction, alterations or equipment replacement shall be submitted by the end of the first working day that follows the day such work commences.*”

If a repair is needed in order to have the electrical service reconnected, the contractor needs to perform the emergency work necessary to have the power reconnected prior to the inspector being called to the job to inspect.

For the purposes of this procedure, an electrical emergency is defined as a condition whereby the electrical power has been disconnected by Dominion Virginia Power, or a disconnection ordered by the Portsmouth Department of Permits and Inspections, or a disconnection ordered by the Portsmouth Fire Department. This procedure is **not** to be used for reconnection of service for other reasons including reconnection of service for non-payment of the monthly bill.

In the event of an after hour electrical emergency contact the City of Portsmouth Emergency Dispatch: 757-393-5300. The dispatcher will need to get contact information from the caller including name, address of incident, and contact phone number.

Portsmouth Emergency Dispatch will contact a supervisor (Building Official, Assistant to the Building Official, Manager of Code Enforcement). If there is no response, leave a message with the information. A supervisor will respond **as soon as available.**

Once informed, one of these supervisors will instruct on situational specific procedures and contact inspection staff. Inspection staff will respond **as soon as practicable.** The contractor is not to contact the Permits and Inspections staff directly.

The following information is required to be provided by the contractor:

Name of contractor, Phone Number, Name of Master Electrician, Company Address
State Registration Number
Date
Time
Address of repair, Owner/ Occupant
Owner/ Occupant Phone Number
Permit/Work Request Number

Contractor must meet staff at the site!



CITY OF PORTSMOUTH

Permits & Inspections
(757) 393-8531

FAX:
(757) 393-5108

EMERGENCY RELEASE FORM

Electrical Company Name

Phone Number

Master Electrician

State Registration Number

Address of Company

I certify that I am licensed and insured to do electrical work in The City of Portsmouth. The repair described below has been performed in accordance with current Virginia Uniform Statewide Building Code / National Electric Code standards and falls within the Emergency Release Policy.

I accept full responsibility for the work and will obtain an electrical permit and final inspection per the Emergency Release Policy.

Address of Repair

Date of Repair

Owner / Occupant

Time of Repair

Phone Number

Dominion Work Request Number

Description of repair: _____

Master Electrician Signature

Owner/Responsible Party Signature