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

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