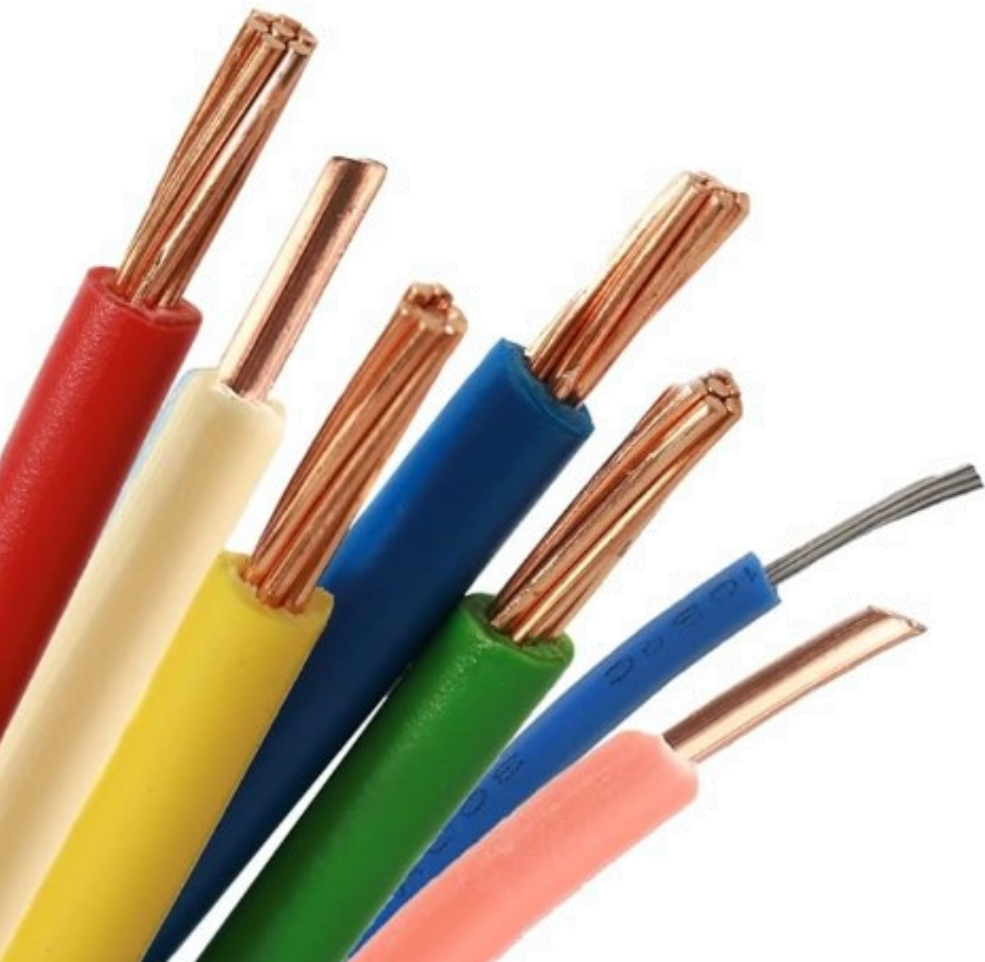


# ELECTRICAL WORK GUIDANCE DOCUMENT

*in relation to Local Law 128 of 2024*

*August 6, 2025 • Version 1.0*



**NYC**  
Buildings

## 1. BACKGROUND

The **Electrical Work Guidance Document** provides useful information to assist designers, building owners and industry stakeholders in understanding the filing requirements and processes associated with the three different types of Electrical Work.

This guidance outlines:

- Permit requirements
- Plan review and inspection triggers
- Documentation standards
- Special permissions (CCD1)
- Process schematics

## 2. INTRODUCTION TO LOCAL LAW 128 OF 2024

The New York City Council adopted [Local Law 128 of 2024](#), which enacts the New York City Electrical Code. Effective December 21, 2025, the law introduces a formal definition of Electrical Work and mandates compliance for all filings submitted on or after December 21, 2025.

To support implementation, the NYC Department of Buildings (DOB) issued [Buildings Bulletin 2025-008](#) and this accompanying Electrical Work Guidance Document. Code sections referenced in this guide are to Local Law 128 of 2024 unless specified.

## 3. CATEGORIES OF ELECTRICAL WORK

There are three categories of electrical work filing schemes under the 2025 New York City Electrical Code which are selected by the applicant based on the type of electrical work being performed:

- Minor Electrical Work (see 28-101.5 and 28-116.2.4 Exemption)
  - o Requires a permit
  - o Does not require DOB inspection or plan review
- Electrical Work (see 28-101.5 and 28-116.2.4)
  - o Requires a permit and DOB electrical inspection
  - o Does not require plan review
- Electrical Work including Special Installations (see EC Section 110.2 (B))
  - o Requires a DOB electrical plan review, permit, and DOB inspection

#### **4. ELECTRICAL PLAN REVIEW: SUBMISSION REQUIREMENTS**

Electrical work that triggers plan review in accordance with EC Section 110.2(B) of the 2025 NYC Electrical Code must include the following:

##### **A. General Requirements:**

1. All documents must be submitted electronically to the EPR Unit at **[elecplanreview@buildings.nyc.gov](mailto:elecplanreview@buildings.nyc.gov)**
2. Submissions must be prepared and signed by a New York State Licensed and Registered Professional Engineer, New York State Licensed and Registered Architect, or an individual who is licensed to practice the profession of engineering under the law of any state or foreign jurisdiction. A filing fee of \$650.00 must be paid for each submission.

##### **B. Required Drawings and Documentation:**

All submissions must include a one-line diagram, a plan view, and, if required, an equipment room layout and be in accordance with and include the following requirements, as applicable, pursuant to 1RCNY §4000-01 (b)(1):

1. All drawings must be clear, legible, and use standard notations.
2. Installations that are not all new must clearly mark what is new and what is existing. In addition, all new work must be encircled by a 'bubble' or 'cloud' on the drawings.
3. For residential installations, the calculations justifying a de-rating of the neutral must be submitted.
4. The plan view must be drawn to scale, showing the point of service entrance into the building. If the building sets back from the property line, the underground service feeder must be shown, including wire and raceway sizes.
5. The arrangement of service equipment and its proximity to the point of service entrance must be shown, including the manner in which service will be extended to the service equipment. If the switchboard is free standing, the clearance around the switchboard must be shown.
6. The location of the main switchboard and/or distribution panels in relation to the service equipment must be shown.
7. The location of the electric service room with respect to the surrounding areas must be shown.
8. The means of egress from the switchboard room and where it leads to must be shown. The legal exit(s) to which egress door(s) lead must also be shown.

9. When there is more than one service location within a building, drawings must contain a notation indicating that signs are posted at the entrance door of each switchboard room showing the location of all the other switchboard rooms. The location and wording of the signs must be specified.
10. If the existing service equipment and/or point of service entrance is to be discontinued, the drawings must so state.
11. If existing service equipment is to remain in conjunction with new service equipment and is to be supplied by the same service entrance, the drawing must indicate the make and size of the existing service equipment, and the type and size of the fuses in the existing equipment.
12. The drawing must show grouping of service equipment at the point of service entrance.
13. The drawing must show a method of cooling, with or without fresh air circulation , to prevent temperature rise in the room, when the service equipment totals 2000 KVA or larger (this may be in the form of a note on the drawing).
14. The drawing must show the available short circuit current at the point of service entrance and at the point of change in the interrupting rating of the overcurrent protection. Where used, series ratings must be indicated.
15. A statement confirming that all fuses and/or circuit breakers have been coordinated for selective short circuit overcurrent protection must be on the drawing.
16. A one-line diagram must be submitted indicating the service equipment and the distribution equipment up to the second level overcurrent protection, showing all overcurrent devices and electrical equipment with their ampere rating, make and type, interrupting current ratings and wire sizes. Frame and trip sizes for circuit breakers must be indicated.
17. Drawings must indicate that transformers are properly grounded. Service and distribution equipment proposed for future installation must be marked on the drawings as "future."
18. All voltages must be clearly shown on the drawings, which must include voltages pertaining to all of the equipment overcurrent protection up to and including the second level protection.
19. When a generator (or other non-utility source) is part of a 1000 KVA submission and the generator itself is rated below 1000 KVA, a one-line diagram must be submitted showing how the generator is connected to the normal service. The drawings must include the grounding of the generator frame and neutral bonding if

needed (four pole transfer device). If the generator is rated 1000 KVA or larger, a room layout must be submitted along with a one-line diagram.

**C. Selective Coordination Report:**

A selective coordination report prepared by a professional engineer must be filed with the Department prior to electrical inspection. Such engineer may be different from the applicant. The report must show selective coordination was achieved, including but not limited to time-current curves (TCCs) and short circuit calculations. A summary of findings must also be included to ensure compliance with applicable codes and standards.

**D. Documenting Deviations from the Approved Drawings:**

Where installation of equipment differs from the original approved drawings, amended drawings showing the as-built condition must be filed with the EPR Unit at [elecplanreview@buildings.nyc.gov](mailto:elecplanreview@buildings.nyc.gov) prior to electrical inspection.

**E. Additional Documentation:**

The DOB may request additional documentation when so deemed appropriate.

## **5. SPECIAL PERMISSION (CCD1)**

Special permission under the 2025 New York City Electrical Code may be granted in accordance with Section 28-103.3 of the Administrative Code and Section 90.4 of the Electrical Code. Requests for special permission must be made electronically and comply with the following:

- Demonstrate practical difficulty and provide supporting documentation.
- Include proposed equally safe alternative methods.
- A fee as specified for a variation in the amount of \$1000.00 as specified in 1RCNY 101-03.

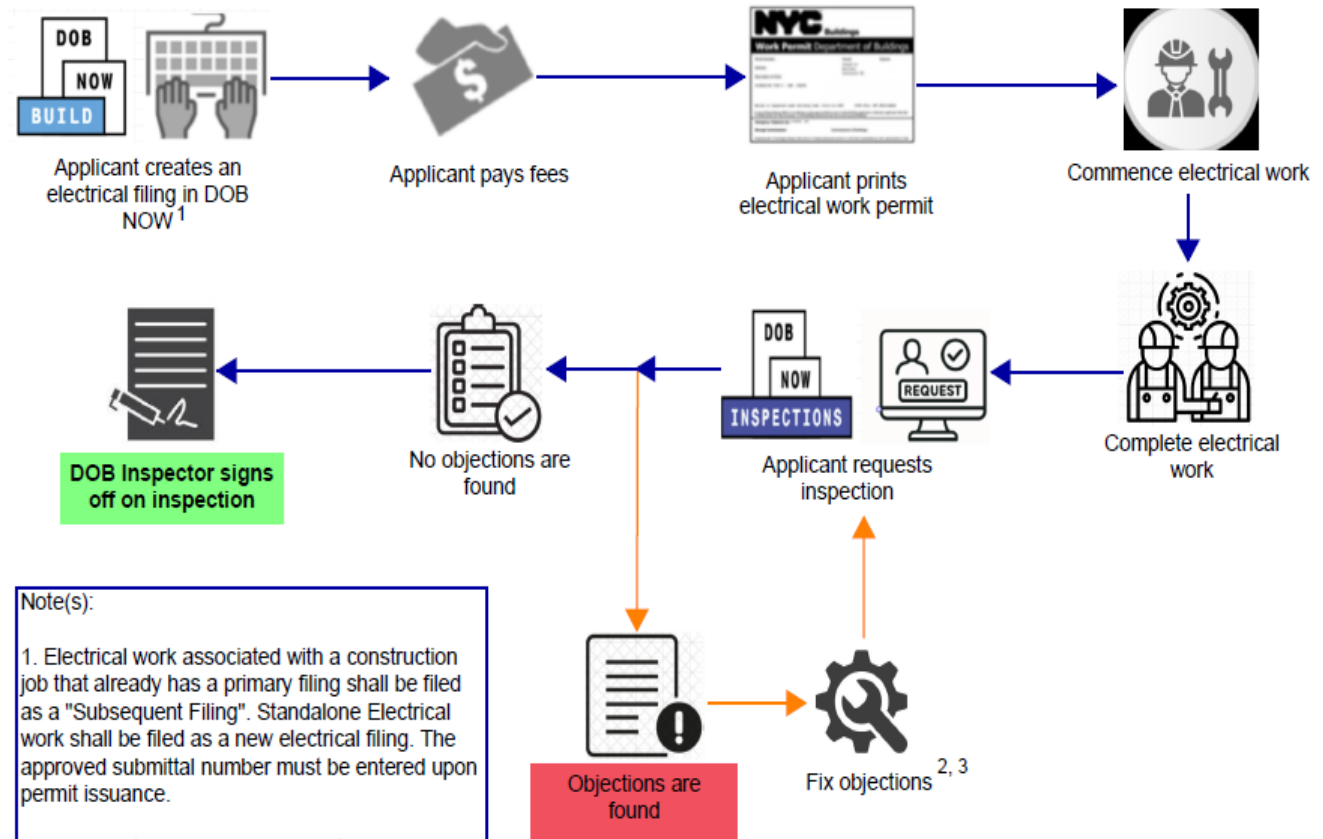
## **6. PROCESS SCHEMATICS FOR ELECTRICAL WORK**

New York City laws require that one or more permits be obtained before starting construction work. The process schematics below illustrate DOB's Electrical work application filing and approval sequence and the necessary steps to obtain an electrical permit.

**Minor Electrical Work Requiring A Permit Only  
(No Inspection & No Plan Review)**



## Electrical Work Requiring Permit & Inspection (No Plan Review)



### Note(s):

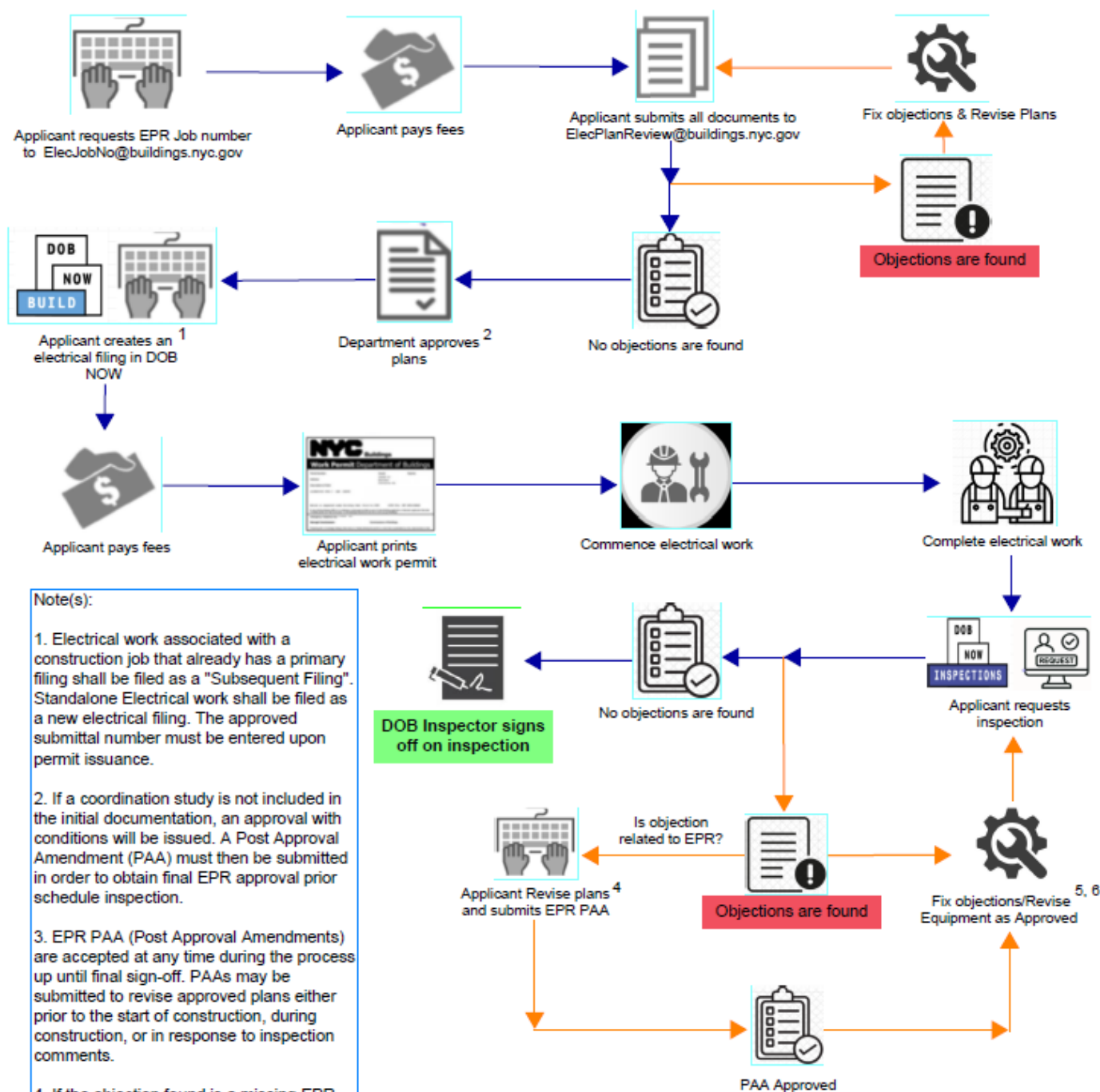
1. Electrical work associated with a construction job that already has a primary filing shall be filed as a "Subsequent Filing". Standalone Electrical work shall be filed as a new electrical filing. The approved submittal number must be entered upon permit issuance.

2. PAA (Post Approval Amendments) can be submitted at any time after initial electrical permit issuance until final sign-off.

3. Under certain conditions, the applicant may submit certifiable objections on-line for review. The Electrical Inspection Unit, may determine that a follow up inspection is not be required.



## Electrical Work Requiring Plan Review & Permit & Inspection



### Note(s):

1. Electrical work associated with a construction job that already has a primary filing shall be filed as a "Subsequent Filing". Standalone Electrical work shall be filed as a new electrical filing. The approved submittal number must be entered upon permit issuance.

2. If a coordination study is not included in the initial documentation, an approval with conditions will be issued. A Post Approval Amendment (PAA) must then be submitted in order to obtain final EPR approval prior schedule inspection.

3. EPR PAA (Post Approval Amendments) are accepted at any time during the process up until final sign-off. PAAs may be submitted to revise approved plans either prior to the start of construction, during construction, or in response to inspection comments.

4. If the objection found is a missing EPR, applicant should restart the process from the beginning.

5. Under certain conditions, the applicant may submit certifiable objections on-line for review. The Electrical Inspection Unit, may determine that a follow up inspection is not be required.

6. PAA (Post Approval Amendments) can be submitted at any time after initial electrical permit issuance until final sign-off.