

# New York Electrical Inspection Agency

## A Guide for Contractors on How to Complete a Scope of Work Form

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### REQUIRED INFORMATION

When submitting a Scope of Work form to New York Electrical Inspection Agency, please be sure to include all information as accurately as possible, including:

- The **Correct Address** and **Municipality** of the jobsite, including any building number or suite number,
- The **Name of the Customer**, and
- A **Detailed List** of all **Electrical Components and Devices** that are requested to be inspected.

On larger, more complex jobs requiring electrical inspections, we ask that contractors submit a clear and detailed Scope of Work Form at the time of scheduling. This helps us fully understand the nature of the work and ensures our inspections and documentation accurately reflect the project.

When large projects span multiple buildings or areas, such as a school district with a high school, middle school, elementary school, and athletic field, or when the job will be completed in Phases requiring multiple final electrical certificates, each building, location, or Phase must be submitted as a separate job. This allows us to: Track inspections accurately, Apply correct device counts, and Issue location-specific reports and certificates

Submitting one combined request with total device counts across multiple buildings or Phases often results in confusion during inspections, billing, reporting, and certificate issuance, and may delay project closeouts.

### Final Certificates Require Clear Breakdowns

For large-scale jobs, we cannot issue final electrical certificates unless the scope of work is broken down into clearly defined components. Each location or phase must include: A description of the electrical work performed, A breakdown of the devices installed, and the specific address and location of each installation.

Even when a single contractor is responsible for the entire project, our documentation must reflect the work performed in each individual area. Final Electrical Certificates must list the exact locations and quantities of what was inspected. We are not permitted to issue certificates that refer only to a general address or project title.

This request is not only best practice, but also required by the municipalities we serve, our insurance policies, and the professional standards we follow as a certified electrical inspection agency.

### Supporting Your Success

We understand that managing large and multi-phase projects involves extensive coordination. Our goal is to support your success by completing inspections accurately, efficiently, and without unnecessary delays.

Your cooperation in submitting clear, organized inspection requests allows us to keep costs down, avoid certificate corrections and potential re-inspections, and ensures timely delivery of accurate documentation to contractors, municipalities, and customers.

To help streamline the process, please fill out the attached Scope of Work Form and include it with your inspection request.

If you have any questions about how to structure your electrical inspection requests or need assistance with this form, please don't hesitate to contact us. The team at New York Electrical Inspection Agency is here to help and is always happy to provide guidance. Thank you.

# New York Electrical Inspection Agency

Main Office: 585-436-4460 Fax: 585-349-3834 Email: office@nyeia.com

## Application / Scope of Work

--- Worksheet ---

Part A				ELECTRICAL CONTRACTOR INFORMATION				
Date:								
Company Name:								
Company Address:								
Contact Person:								
Contact Phone:				Contact Email:				
Purchase Order #:								

Part B				PROJECT INFORMATION				
Project Name:								
Owners Name:								
Project Location:								
Municipality Where Building Permit Was Issued:				Building Permit Number (If Applicable):				
Project Start Date (Estimated):				Project Completion Date (Estimated):				
Number of Inspections or Trips Required *:				Number of Final Electrical Certificates Needed ** (Ex: One for the entire job or multiple certificates for separate parts of the project)				

Part C								PROPERTY INFORMATION								
<b>Building Type:</b> <small>(Check One)</small>		Residential		Commercial		Industrial		Other								

<b>Type of Work:</b> <small>(Check All That Apply)</small>	New Construction	Remodel	Addition	Visual / Safety	Service Upgrade	Service Inspection
	Pool Inground	Pool Aboveground	Hot Tub	Generator	PV System	

Items not listed on this form may be considered outside the scope of this Electrical Inspection Scope of Work and additional fees may apply.

\* Additional trips to the jobsite due to a failed final inspection, incomplete work, not having a safe and/or complete access to all the areas needing inspecting, no shows appointment, etc. will result in additional trip charges.

\*\* On larger jobs, please note in Part B if one final certificate is needed for the entire job or are multiple certificates needed for each unit or individual parts of the project. Additional fees may apply if multiple final certificates are needed at different stages of the same project.

Please contact our main office if you have any questions, require assistance filling out this form, or require any additional information.

**NEW YORK ELECTRICAL INSPECTION AGENCY**

2767 DEWEY AVENUE \* ROCHESTER, NEW YORK 14616

OFFICE: (585) 436-4460 \* TOLL FREE: (844) 436-4460 \* FAX: (585) 349-3834

WWW.NYEIA.COM

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--- Worksheet ---

Part D ELECTRIC UTILITY COMPANY INFORMATION (If Applicable)				
<b>Electric Utility Company:</b>				
<b>Electric Utility Job Number (WREQ or ESR #):</b>				
<b>Customer Account Number (If Applicable):</b>				
Type of Service Work (Check all that apply)				
<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground	<input type="checkbox"/> Temporary		
<input type="checkbox"/> New	<input type="checkbox"/> Upgrade	<input type="checkbox"/> Repair		
Type of Service (Check all that apply)				
<input type="checkbox"/> 100 amp	<input type="checkbox"/> 150 amp	<input type="checkbox"/> 200 amp	<input type="checkbox"/> 400 amp	<input type="checkbox"/> Other
<input type="checkbox"/> 1 Phase, 3 wire, 120/240V	<input type="checkbox"/> 3 Phase, 4 wire Y, 120/208V	<input type="checkbox"/> 3 Phase, 4 wire Y, 277/480V	<input type="checkbox"/> 1 Phase, 3 wire Y, 120/208V	<input type="checkbox"/> 3 Phase, 4 wire delta, 120/240V
Generator / Transfer Switch (Check all that apply)				
<input type="checkbox"/> Transfer Switch	<input type="checkbox"/> _____ amps	<input type="checkbox"/> Generator	<input type="checkbox"/> _____ KW	

Part E CONTRACTORS JOB DESCRIPTION / SCOPE OF WORK	
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Complete Job Description and List of Equipment to be Inspected (Attach Additional Pages if Needed):

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