

New York Electrical Inspection Agency

Inspection Request Form

Important Notice: All sections below must be completed in full. Missing or incorrect information may result in delays or the inability to schedule your electrical inspection. Accurate and complete details help ensure a timely and efficient inspection process. Your cooperation is greatly appreciated.

Electrical Contractor: _____

Contact Info: _____

Customer Name: _____

Address: _____

Municipality: _____

Power Company (if applicable): _____

Power Company Job Number (WREQ) (if applicable): _____

***Brief Description of Job:** _____

Equipment Being Inspected: _____

***Brief Description of Job:** Please provide a brief description of the work for which you are requesting an inspection. Examples include: "200-amp service upgrade", "second-floor bathroom addition," "kitchen remodel only," or "above-ground swimming pool", etc. For larger or more complex projects, a separate **Scope of Work Form** may be required. Thank you for your cooperation.

Payment Reminder: Payment is required before we can perform your inspection or submit your inspection request to the municipality and/or power company. If we already have your billing information on file, no further action is needed for payment. If not, please contact our office at **585-436-4460** to provide payment.

Submission: Please return completed Inspection Request Forms to the New York Electrical Inspection Agency main office or directly to your inspector using one of the following methods:

Email: **office@nyeia.com**

Fax: **585-349-3834**

===== **OFFICE USE ONLY** =====

Date Received: _____ Inspection Number: _____

Received By: _____

B	T1	T2	T3	T4
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Muni Zone: _____

New York Electrical Inspection Agency
2767 Dewey Avenue * Rochester, New York 14616
585-436-3360 www.NYEIA.com