

Obtaining an Electric Service Permit at the Time of Construction

The contractor is no longer required to apply for an Electric Service Permit (Commercial Building Permit Application) from the City of Overland Park Planning and Development Services Department.

Requesting Power at the Time of Construction

Once the controller is installed and ready for power, the inspector inspects the installation, including proper grounding and fills out a “Every Service Request”. See [link to document](#).

The inspector is required to list the following information on the form:

- The date
- Electrical service address
- Contractor’s name
- Number of Amps
- Inspector contact information at the bottom

The inspector will complete the form and email it to all the people that are listed on the form. Edit it and add your own signature, title, etc. and change the date as needed. The contacts for Every are:

Scott Jones (913) 685-0788 scott.r.jones@evergy.com
jococorres@evergy.com
sthland@evergy.com
After Hours # (816) 471-5275

To send the form, copy all of the email addresses listed, then in the Google document, go to FILE, EMAIL AS ATTACHMENT. Paste the email addresses into the TO box, change the SUBJECT line to: Every Clearances and the date, in the body of the MESSAGE just write, "Please add with today's clearances", and click to SEND A COPY TO MYSELF.

Please allow at least two weeks for power. Therefore, the inspector will have to inspect the cabinet, complete the Every Service Request and email it to all parties at least two weeks in advance of the date you desire to have a turn-on.

Scott Jones still wants the inspector to contact him after the form is emailed. The telephone call from the inspector will give him a “heads up” to look for the email notice. But the email notice is still the tangible document he wants for his records.

Save this in your project directory to maintain a permanent record of it.

These procedures have been revised as of March 3, 2023. If you see any changes that need to be made to capture the current procedure of obtaining electrical service beginning at the design stage through final construction and obtaining power, please let me know.

This document will be revised from time to time to reflect changes at any of the stages.