

## **J. Electrical & Mechanical Permits**

### **Electrical Permit:**

The State of Kansas and the City of Salina require a licensed electrical contractor to pull a permit for any electrical installation and inspection for an event that includes but is not limited to any of the following:

- a portable/towable generator 9,000 watts or larger,
- a temporary drop service,
- wired lights (inside or outside of tent), or
- Edison lights, flood lights, festoon lights, caged lights, etc.

Electrical permit applications must be submitted fifteen (15) days before your event set-up date. You will also want to make sure you call at least five (5) days before your set-up to schedule the electrical inspection. Access the Electrical Permit Application [here](#).

The following are basic rules and do not cover all code requirements contained in the Kansas Fire Prevention Code or the 2012 International Fire Code, the currently adopted fire code for the City of Salina.

- Use safe work practices every time electrical equipment is used.
- Electrical equipment must be installed, operated, and maintained in a manner that does not create a hazard to life or property.
- Inspect wiring of equipment before each use. Extension cords should be visually inspected for damage to the outer jacket or insulation and for evidence of possible internal damage (such as pinched or crushed outer jacket).
- Replace damaged or frayed electrical cords IMMEDIATELY.
- Extension cords crossing sidewalks must be covered by a rubber mat and taped.
- Extension cords shall be plugged directly into an approved receptacle.
- The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- Extension cords shall be grounded.
- Extension cords cannot be used in a series. Please be sure extension cords are of sufficient length.

### **Mechanical Permit:**

The State of Kansas and the City of Salina require a licensed mechanical contractor to pull a permit for any mechanical installation and inspection for an event that includes but is not limited to any of the following:

- Propane/gas use  
Propane / LP Tanks must be at least 10 feet from any tent or structure and 36 inches from a heat source. Relief valves must be pointed away from the tent, canopy, or area where gas could accumulate. Tanks may not be anchored or attached to a tree or movable object.
- Oil or other liquids for cooking/heating equipment
- Solid fuel equipment (wood or fireplace stoves)
- Heaters or cooling units

Mechanical permit applications must be submitted fifteen (15) days before your event set-up date. You will also want to make sure you call at least five (5) days before your set-up to schedule the mechanical inspection. Access the Mechanical Permit Application [here](#).

- **NOTE:** Heaters located under or near a tent or canopy must be approved and inspected by the Salina Fire Department, (785) 826-7340.

*Please contact Building Services at (785) 309-5715 with questions about the Electrical or Mechanical Permits or to schedule and confirm your required inspection(s).*