

<Date>

<Name>

<Company>

<Address>

<City>, WA <ZipCode>

**Subject: Electrical Safety Corrections Not Completed**

Reference: Electrical Work Permit #<permit number>

### **You have not responded to our correction report**

- The attached correction report shows that your electrical installation was inspected on [inspection date] and cited for safety violations. It did not meet minimum safe-wiring standards required by Washington State law. [National Electrical Code, RCW 19.28, and WAC 296-46A]
- This correction report was left at the work site. It instructed you to correct the safety violation and request a re-inspection (or ask for an extension) within 15 days. However, you have not contacted us. [RCW 19.28.101(3)]

### **What you must do now**

- You must contact this office within five (5) days of the date you receive this letter to arrange for re-inspection.
- If you do not contact us by this time, we will charge you a \$34.40 penalty. Further delays may result in citations, each of which carries a civil penalty of at least \$250. In addition, we may disconnect power to your equipment or structure. [WAC 296-46A-910(7)(f), WAC 296-46A-920(10), and RCW 19.28.101(3)]

If you have any questions, please contact me.

Sincerely,

<Name>, Electrical Inspector  
<phone number>