README FILE regarding the electronic format for the new electrical permit application forms:

I. FORMAT

The permit forms available at this site are in the form of Microsoft Word 97 files. There are two files that accompany this readme file. The first, STDPRMT.DOC is the updated standard permit form. The second is the institutional permit form (new this year), INSTPRMT.DOC. It is a two-page form. Both forms are formatted with the following margins:

   Top: 0.3 inches
   Bottom: 0.2 inches
   Left: 1.0 inches
   Right: 0.4 inches
   Set the headers and footers at 0.5 inches each

Note that these are the settings you should use in your File | Page Setup menu. The forms will actually print with more than ¼ inch white space at the top and bottom, within the capabilities of most printers.

II. HOW TO WORK WITH THESE FORMS ELECTRONICALLY:

These are Word 97 Protected Forms. You can use them as exactly in the form you download them; you can only enter information in the parts of the form that must be specific to your job.

If you generate many permit applications, you can customize these forms to your jurisdiction/firm very easily. Here's how you do that from MS Word 97:
1. Select Page Layout view (VIEW | Page Layout)
2. Go to VIEW | TOOLBARS and select the FORMS toolbar.
3. Click, and thereby deselect, the padlock icon.
4. You can now edit the form as you choose. Here's the basic procedure:
   a. Inspectors will want to edit the jurisdiction line to show their city/town. The default format is Times Roman, bold italic, 12 pt. Backspace out the field and enter your jurisdiction.
   b. Firms will want to edit the bottom of the form. This is a little more complicated:
      1) First, go to the surety line and highlight your standard form of surety. Then, from the forms toolbar, click the "finger pointing to the form" icon (Form Field Options). You'll see a menu that allows you to change the default setting for a check box; click "checked". Then, click "OK". Next, on the permit form, click the field where you specify the form of surety, and then go back to the forms toolbar and click form field options again. This time you'll get a text field options box, allowing you to enter the appropriate default text. Enter it and click OK. Repeat this procedure for the expiration date field.
      2) Now edit the "FIRM NAME", "LIC. NO.:", "Licensee:", "LIC. NO.:", "Address:", "Bus. Tel. No.:" and "Alt. Tel. No.:" text fields using the same form field options button, clicking "OK" after each entry.
   c. After you're all done editing the form, click the padlock icon to protect the form.
5. Now save the form as a file name of your choice. Firms should consider saving the form as a template. Using the "FILE | SAVE AS" menu, assign a ".dot" file extension, and tell WORD to save it as a document template ("*.dot"). Make sure the file ends up in the directory where your computer looks for word templates. You can determine this by opening "TOOLS | OPTIONS" and clicking the "File Locations" tab.
6. After you save the protected form as a template, a single mouse click brings the form up ready to go, with all your default information in place. The cursor will tab from field to field, or you can use your mouse to skip over parts you don't need in a particular instance.