Electrical Scope of Work Template: Free Download (2026)

Free electrical scope of work template with panel schedules, circuit maps, and NEC code references. Copy-paste ready for residential and commercial electrical jobs.

What Goes in an Electrical Scope of Work

Electrical work is code-driven, inspection-gated, and unforgiving when scoped vaguely. A general contractor template will not cover the circuit-level detail inspectors and customers expect. Here are the electrical-specific items your scope must address.

Service and Panel Specifications

The panel is the backbone of every electrical job. Specify the exact panel -- manufacturer, amperage rating, number of spaces, main breaker or main lug, and whether it is indoor or outdoor rated. A 200-amp service upgrade with a 40-space Square D QO panel is a completely different job than a 200-amp upgrade with a 30-space Eaton BR panel, even though both are "200-amp upgrades."

- Service entrance: Amperage (100A, 200A, 320A), overhead or underground, meter base replacement
- Main panel: Brand, series, spaces/circuits (e.g., Square D QO 200A, 42-space), indoor or outdoor NEMA rating
- Sub-panels: Location, amperage, feeder wire size, number of spaces
- Grounding: Ground rod(s), Ufer ground (concrete-encased), water pipe bond, intersystem bonding termination

Circuit Schedule

Every new or modified circuit needs a line item in the scope. Specify the breaker size, wire gauge, number of devices served, and the NEC article that drives the requirement. This is not optional detail -- it is what the inspector will check against your permit drawings.

- General lighting circuits: 15A/14 AWG or 20A/12 AWG, rooms served, estimated device count
- Kitchen circuits: Two dedicated 20A small-appliance branch circuits (NEC 210.52(B)), one dedicated dishwasher circuit, one dedicated disposal circuit
- Bathroom circuits: Dedicated 20A circuit(s) per NEC 210.11(C)(3), GFCI protected
- Laundry circuit: Dedicated 20A circuit per NEC 210.11(C)(2)
- HVAC circuits: Dedicated circuit per equipment nameplate -- specify breaker size and wire gauge based on MCA/MOP
- EV charger circuit: Dedicated 40A or 50A circuit, wire gauge (6 AWG or 8 AWG), conduit to garage location

AFCI and GFCI Protection

NEC 2023 expanded AFCI and GFCI requirements significantly. Your scope must specify exactly which circuits get arc-fault protection, which get ground-fault protection, and which get both. Do not write "per code" -- write the specific locations. An inspector who sees "per code" in your scope will ask which code edition, and if your jurisdiction has not adopted NEC 2023, you may be installing protection that is not required and billing for it.

- AFCI required (NEC 210.12): Kitchens, family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, laundry areas, and similar rooms
- GFCI required (NEC 210.8): Bathrooms, garages, outdoors, crawl spaces, unfinished basements, kitchen countertop receptacles, laundry sinks, within 6 feet of sinks, boathouses, and bathtub/shower areas
- Dual AFCI/GFCI: Kitchens and laundry areas now require both per NEC 2023

Device and Fixture Count

List every receptacle, switch, and light fixture by type, location, and specification. A "3-way switch" and a "3-way smart dimmer with neutral wire" are different items at different price points. The scope should leave zero ambiguity about what gets installed where.

- Receptacles: Standard 15A, 20A (kitchen/bath), USB combo, floor outlets, dedicated (fridge, microwave)
- Switches: Single-pole, 3-way, 4-way, dimmer (specify if smart/Lutron Caseta/etc.), occupancy sensor
- Light fixtures: Recessed (IC-rated or non-IC), surface mount, pendant, under-cabinet, exterior
- Smoke/CO detectors: Hardwired, interconnected, battery backup, locations per code

Permits, Inspections, and Code

Electrical permits are non-negotiable in every jurisdiction. State who pulls the permit, the applicable code edition (NEC 2023, NEC 2020, or local amendments), the number of inspections required (typically rough-in and final), and who schedules them. If the utility company needs to disconnect/reconnect service for a panel swap, that coordination falls on someone -- your scope should say who.

Exclusions

Electrical scopes must explicitly exclude work that homeowners and GCs commonly assume is included:

- Drywall repair, patching, texturing, or painting after rough-in
- Trenching for underground service (specify if subcontracted separately)
- Low-voltage wiring (data/ethernet, coax, speaker wire, security systems)
- Smart home programming or Wi-Fi configuration for smart devices
- Appliance installation beyond electrical connection (mounting, gas hookup)
- Asbestos abatement on existing wire insulation in pre-1980 homes
- Tree trimming for overhead service clearance
- Utility company fees for service upgrade or meter relocation

Copy/Paste Electrical Scope of Work Template

Customize the placeholders in brackets for your specific job. This template covers a residential service upgrade with whole-house rewire -- adjust sections as needed for your project type.

ELECTRICAL SCOPE OF WORK

Project: [Project Name / Address]
Client: [Client Name]
Contractor: [Your Company Name], License #[License Number]
Date: [Date]
Valid for: 30 days from date above

1. PROJECT OVERVIEW
   Scope: [200A service upgrade / Whole-house rewire / Kitchen remodel circuits / EV charger...
   Location: [Specific areas -- e.g., Entire residence, kitchen and bathrooms only, detached...
   Applicable code: [NEC 2023 / NEC 2020 / Local amendments -- specify jurisdiction]
   Estimated duration: [X] working days
   Work hours: [7:00 AM - 5:00 PM, Monday - Friday]

2. SERVICE ENTRANCE
   Existing service: [100A / 150A / 200A -- overhead / underground]
   New service: [200A overhead / 200A underground -- specify if changing]
   Meter base: [Replace existing / Retain existing / New meter-main combo]
   Service entrance cable: [Type SE, [X] AWG aluminum / copper]
   Weatherhead and mast: [Replace / Retain -- specify material and height]
   Utility coordination: [Contractor will schedule disconnect/reconnect with [utility name]]

3. MAIN PANEL
   Brand and model: [e.g., Square D QO 200A main breaker, 42-space/42-circuit]
   Location: [Existing location / Relocate to [new location]]
   NEMA rating: [NEMA 1 (indoor) / NEMA 3R (outdoor)]
   Panel schedule: [See attached panel schedule -- all circuits labeled]

4. GROUNDING AND BONDING
   Ground rods: [2x 8-foot copper-clad ground rods, minimum 6 feet apart]
   Grounding electrode conductor: [#4 AWG bare copper]
   Water pipe bond: [#4 AWG to within 5 feet of water entry point]
   Intersystem bonding termination: [Installed per NEC 250.94]
   Ufer ground: [YES / NO / N/A -- new construction only]

5. BRANCH CIRCUIT SCHEDULE (new or modified circuits)
   Kitchen SABC #1: [20A / 12 AWG Romex / countertop receptacles, east wall]
   Kitchen SABC #2: [20A / 12 AWG Romex / countertop receptacles, west wall and island]
   Dishwasher: [20A / 12 AWG Romex / dedicated]
   Garbage disposal: [20A / 12 AWG Romex / dedicated, switched]
   Refrigerator: [20A / 12 AWG Romex / dedicated, non-GFCI per NEC exception]
   Microwave: [20A / 12 AWG Romex / dedicated]
   Bathroom #1: [20A / 12 AWG Romex / GFCI protected, receptacle and light]
   Bathroom #2: [20A / 12 AWG Romex / GFCI protected, receptacle and light]
   Laundry: [20A / 12 AWG Romex / dedicated, GFCI protected]
   Dryer: [30A / 10 AWG Romex / dedicated, 4-wire NEMA 14-30]
   Range/Oven: [50A / 6 AWG Romex / dedicated, NEMA 14-50]
   HVAC condenser: [XX A / [X] AWG / per nameplate MCA, disconnect within sight]
   HVAC air handler: [XX A / [X] AWG / dedicated]
   EV charger: [50A / 6 AWG THHN in 3/4" EMT / NEMA 14-50 or hardwired]
   General lighting: [15A / 14 AWG Romex / rooms: [list rooms per circuit]]
   Outdoor: [20A / 12 AWG Romex in PVC conduit / GFCI protected, in-use covers]
   Garage: [20A / 12 AWG Romex / GFCI protected, [X] receptacles + opener]
   Smoke/CO: [15A / 14 AWG / interconnected, [X] smoke, [X] CO per code]

[Additional circuits as needed]

6. AFCI AND GFCI PROTECTION
   AFCI breakers: [List all circuits requiring arc-fault protection per NEC 210.12]
   GFCI protection: [List all circuits/locations per NEC 210.8 -- breaker or device]
   Dual AFCI/GFCI: [Kitchen and laundry circuits per NEC 2023]

7. DEVICES AND FIXTURES (contractor-supplied unless noted)
   Standard receptacles (15A): [Qty] x [Brand/color -- e.g., Leviton Decora, white]
   20A receptacles: [Qty] x [Brand/color -- kitchen, bath, laundry, garage]
   GFCI receptacles: [Qty] x [Brand -- if using device protection instead of breaker]
   USB receptacles: [Qty] x [Locations]
   Single-pole switches: [Qty] x [Brand/color]
   3-way switches: [Qty] x [Brand/color]
   Dimmer switches: [Qty] x [Brand/model -- e.g., Lutron Caseta, specify if smart]
   Recessed lights: [Qty] x [Size/type -- e.g., 6" LED IC-rated wafer, 3000K]
   Under-cabinet lights: [Qty/linear feet] x [LED tape or puck, color temp]
   Exterior fixtures: [Qty] x [Brand/model or allowance amount]
   Ceiling fan pre-wire: [Qty] x [Locations -- fan-rated box, 12 AWG]
   Owner-furnished fixtures: [List -- contractor installs but no warranty on product]

8. PERMITS AND INSPECTIONS
   Permit: [Contractor will pull electrical permit -- cost included / billed separately]
   Permit cost: [$XXX estimated]
   Code edition: [NEC 2023 / NEC 2020 with [jurisdiction] amendments]
   Inspections required: [Rough-in inspection, final inspection]
   Inspection scheduling: [Contractor responsibility]
   Utility coordination: [Required for service upgrade -- contractor schedules]

9. WORK PHASES
   Phase 1 -- Rough-in: [All new wiring, boxes, panel installation before drywall]
   Phase 1 inspection: [Must pass rough-in before walls are closed]
   Phase 2 -- Trim-out: [Devices, fixtures, covers, final connections after drywall]
   Phase 2 inspection: [Final inspection after all circuits are energized and tested]
   Phase 3 -- Service cutover: [If applicable -- utility disconnect, panel swap, reconnect]

10. EXCLUSIONS (work NOT included)
    - Drywall repair, patching, texturing, or painting
    - Low-voltage wiring (data, coax, speaker, security, doorbell camera)
    - Smart home hub setup, Wi-Fi configuration, or app programming
    - Appliance installation beyond electrical connection
    - Trenching for underground conduit (priced separately if needed)
    - Tree trimming for service clearance
    - Utility company fees for new service or meter relocation
    - Asbestos abatement on existing wiring
    - Permit fee increases imposed by jurisdiction after bid date
    - [Any other project-specific exclusions]

11. WARRANTY
    Labor warranty: [1 year from completion date]
    Devices and fixtures: [Per manufacturer warranty -- contractor not liable for owner-furn...
    Wiring: [Lifetime on copper conductors; per manufacturer on devices]

12. PAYMENT SCHEDULE
    Deposit: [XX%] due at contract signing -- $[Amount]
    Rough-in complete: [XX%] due after rough-in inspection passes -- $[Amount]
    Final completion: [XX%] due after final inspection and all circuits tested -- $[Amount]

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    Total contract price: $[Total]

13. CHANGE ORDER PROCESS
    Any work not described above requires a written change order signed by both
    parties before work begins. Change orders will be priced at cost-plus [XX%]
    or T&M at $[XXX]/hour plus materials.

Accepted by:

Client: _____ Date: _____
Contractor: _____ Date: _____
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> *Pro Tip: Attach the Panel Schedule Separately For any job involving a new panel or service upgrade, create a separate one-page panel schedule showing every circuit number, breaker amperage, wire gauge, and room served. Attach it to the scope as an exhibit. Inspectors love a clean panel schedule, and it makes labeling the panel directory at trim-out a five-minute job instead of a guessing game.*

Common Mistakes in Electrical Scope of Work

1. Writing "Per Code" Instead of Specific NEC References

"Per code" means nothing when your jurisdiction is still on NEC 2020 and you installed NEC 2023 AFCI requirements. Or worse, when the inspector applies NEC 2023 and you only scoped to NEC 2020. Always state the exact code edition and list specific articles that drive the scope. NEC 210.12 (AFCI), NEC 210.8 (GFCI), NEC 220.87 (existing load calculation) -- these are not optional references, they are your defense when the inspector or customer questions the work.

2. Not Specifying Wire Gauge Per Circuit

A 20-amp breaker with 14 AWG wire is a code violation and a fire hazard. A 15-amp breaker with 12 AWG wire is legal but costs more than necessary. Your scope should match every circuit to its wire gauge. This seems obvious, but we see scopes that say "rewire second floor" without a single wire gauge listed. The inspector will not accept that, and neither should your customer.

3. Ignoring Utility Coordination on Service Upgrades

A 200-amp service upgrade requires the utility to disconnect and reconnect. That takes 1-3 business days to schedule in most areas, and the homeowner will have no power during the cutover. If your scope does not mention this, you will get a panicked call at 7 AM from a customer who did not realize they would be without electricity. Specify the utility name, the estimated scheduling lead time, and the expected downtime window.

4. Lumping Low-Voltage with Line-Voltage Work

Data runs, speaker wire, security camera cables, and smart doorbells are low-voltage work. They require different materials, different labor, and often a different license. If the customer sees "electrical rewire" in the scope and assumes you are also running Cat6 to every room, you have a problem. Exclude low-voltage explicitly, or price it as a separate section with its own line items.

The $8,000 Panel Swap Lesson An electrician told us about a 200-amp panel swap that turned into an $8,000 loss. The scope said "replace panel." When he opened the existing panel, he found aluminum branch circuits, double-tapped breakers, and no ground rods. The homeowner expected all of that fixed under "replace panel." The electrician expected to swap the panel box only. Neither wrote it down. The electrician ended up doing $8,000 of remediation work for a $3,200 panel swap price because the scope was two words long.

How BuildFolio Streamlines Electrical Scope of Work

Writing an electrical scope from scratch takes 45-90 minutes for a whole-house rewire. BuildFolio cuts that to under ten minutes with tools built for trade contractors.

- AI Photo-to-Quote: Photograph the existing panel and BuildFolio identifies the manufacturer, amperage, breaker types, and common issues (double-taps, missing knockouts, corrosion). It pre-fills your panel schedule and flags circuits that need AFCI/GFCI upgrades based on the NEC edition you select.
- Satellite Measurements: For outdoor electrical work (service entrance routing, landscape lighting, detached structures), get property dimensions and setback distances without a site visit. Plan conduit runs and trench routes from your desk.
- Living Estimates: Your electrical scope becomes a living document the customer can approve digitally. When the inspector requires an additional circuit or the customer adds a ceiling fan location, the change order updates the original scope in real time.
- Profit Tracking: After the job, compare your scoped wire footage, device counts, and labor hours to actual. Over time, your electrical scopes get tighter because you know exactly where estimates drift -- most electricians underestimate wire footage by 15-20% on rewires.

Electrical Scope of Work FAQ

Related Templates & Guides

Stop Writing Electrical Scopes from Scratch

BuildFolio generates electrical scopes of work with AI-powered panel identification and circuit mapping. $39/month. No contracts. Cancel anytime.

Stop Guessing Your Margins

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