



Administration

Electrical Certificates and Inspections

Interscope + Training



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State Construction Office
Department of Administration

Electrical Inspections and Certificates

Overview

Interscope was originally created in 1999 for the State Construction Office for internal use in tracking projects as they moved through the office. In 2012, the decision was made to incorporate the functionality of the University System's "CAPSTAT" Capital Project Status software into Interscope, and then further to create a state-wide Capital Project System that would be used by the University System, Community College System, and all State Agencies. InterscopePlus is now that system.

InterscopePlus is designed to track the life cycle of Capital Projects from the time they are authorized until they are closed out, including funding sources and HUB data. *It is not intended to be an accounting system.*

This addendum to the User Manual covers the entry, update and submission of Electrical Inspections and Certificates.

The intended user base for these features are the electrical inspectors that are employees of the State Construction Office and the electrical contractors involved in the associated capital improvement projects.



Electrical Inspections and Certificates

To initiate the process of creating an electrical certificate, click on the desired option under “**New**” on the main menu.

The screenshot displays the InterscopePlus 2.2 software interface. The top navigation bar includes icons for Home, System, Users, Companies, New, FCAP, Design Review, Authorizations, Programs, Funds Change Request, My Account, My Company, Reports, Data, Forms, and Help. Below this, a secondary menu contains tabs for Fire Prot. Reviews, My Packages, Approved For B, System Notices, My Favorites, and Active Design Cont. The 'New' dropdown menu is open, listing options: Cost Estimate, Change Order, Construction Contract Award Letter, Electrical Certificate (highlighted with a red circle), and Electrical Inspection. The main content area features a table with columns: PROJECT TITLE, REVIEW TYPE, PHASE, SUB#, and HOURS. The footer contains the date and time '10/17/2016 1:10:46 PM', the version and copyright information 'InterscopePlus 2.2_20161012 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office', and a 'Report a Problem' button.

Electrical Inspections and Certificates

Creating an Electrical Certificate or Inspection

Click on “Find Project”

New Electrical Certificate Action Close

Project

[Find Package](#)

Certificate

[Find Contractor](#) [Popup NCBEEC Search](#)

Status: **Creating**

Date: 10/17/2016

Utility Work Order:

Location:

* Disposition:

- TEMPORARY Power
- Permission for **CONDITIONAL** Power is granted to supply current for:
- Permission for **PERMANENT** Power is granted to supply current.
- This certifies that the Electrical Installation is **COMPLETE** and **APPROVED**

Comments:

Special Note:

Send Special Note to Project Monitor?

10/17/2016 1:51:26 PM InterscopePlus 2.2_20161012 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office [Report a Problem](#)



Electrical Inspections and Certificates

Enter any search criteria that is useful in locating the package. The following example uses the Project ID # to locate a list of packages for selection.

New Electrical Certificate Action Close

Project
Find Package

Certificate
Find Contractor **Popup NCBEEC Search**

Status: **Creating**
Date: 10/17/2016
Utility Work Order:

Local

Find Package...

Project Information

Project ID: =
Project Title: Like
Department: = --- Select Department ---
Agency: = --- Select Agency ---
Designer: Like
County: =
Oversight Type: =

Bidding and Contracting

Approved For Bid: > / /
Award Type: =
CM At Risk: =
Formal Contract: =
\$ Construction Contract: >

* Disposi

Package Information

SCO ID#: Like
Package Title: Like
Description: Like
Package Type: =
Package Status: =

Construction Data

Project Monitor: =
Square Footage: >
% Complete (MIN): > (MAX): >
Pre-Con Conference: > / /

Comme

Special N

Send Special Note to Project Monitor?

Search **Done** **Reset**

01/17/2016 1:51:26 PM InterscopePlus 2.2_20161012 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem



Electrical Inspections and Certificates

Creating an Electrical Certificate or Inspection

Click on the **SCO ID#** field to select the target package. The search screen will close showing the selected package on the input screen.

New Electrical Certificate Action Close

Project Find Package

SCO ID# Project Title and Location Package

Certificate Find Contractor Popup Note

Station Utility Work Order Local

* Dispose

Comments

Special Notes

10/17/2016 1:51:26 PM Report a Problem

Find Package...

Project Information

Project ID: [=] []
Project Title: [Like] []
Department: [=] [Educational Institutions (Universities)]
Agency: [=] [NC State University]
Designer: [Like] []
County: [=] []
Oversight Type: [=] []

Bidding and Contracting

Approved For Bid: [>] [/ /] []
Award Type: [=] []
CM At Risk: [=] []
Formal Contract: [=] []
\$ Construction Contract: [>] []

Package Information

SCO ID#: [Like] []
Package Title: [Like] []
Description: [Like] []
Package Type: [=] []
Package Status: [=] [Under Construction]

Construction Data

Project Monitor: [=] []
Square Footage: [>] []
% Complete (MIN): [>] [] (MAX): [>] []
Pre-Con Conference: [>] [/ /] []

Search Done Reset

	SCO ID#	PACKAGE TITLE	PROJECT	AGENCY	DESIGNER	OVERSIGHT	%COMP	AWARD TYPE	COUNTY	MONI
1	08-08775-02A	Chancellor's Residence Renovation & Addition for	Chancellor's Residence Renovation & Addition for	NC State University	Perkins + Will North Carolina, Inc.	F	69	Single Prime	WAKE	troberts
2	08-09696-01B	Partners I and Research II - Energy	Partners I - HVAC Renovations (and Partners I &	NC State University	Sigma Engineered Solutions, P.C.	F	98	Single Prime	WAKE	troberts
3	12-09912-02A	Reynolds Coliseum Renovations	Reynolds Coliseum Renovations	NC State University	CRA Associates, Inc.	F	81	CMR (at risk)	WAKE	troberts
4	12-10317-01A	Centennial Campus Substation Expansion	Centennial Campus Substation Expansion	NC State University	Jacobs Engineering Group, Inc.	F	0	Single Prime	WAKE	troberts
5	13-10959-01A	Greek Village Phase 2 Infrastructure	Greek Village Phase 2 Infrastructure	NC State University	Stewart Engineering, Inc. (d/b/a: Stewart)	F	47	Single Prime	WAKE	troberts
6	14-10931-01A	DH Hill Library - Old Bookstacks Fire Alarm	DH Hill Library - Old Bookstacks Fire Alarm	NC State University	Edmondson Engineers, PA	R	0	No Award (Design Only)	WAKE	Unassigned
7	14-11009-01A	Centennial Campus Reuse Water Line Extension	Centennial Campus Reuse Water Line Extension	NC State University	Mckim & Creed, Inc.	R	0	Single Prime	WAKE	Unassigned
8	14-11070-01A	NC 4-H History and Learning Center - Millstone	NC 4-H History and Learning Center - Millstone	NC State University	Hobbs Architects, P.A.	R	0	No Award (Design Only)	RICHMOND	Unassigned
9	14-11145-01A	CVM Anatomy Lab Renovations	CVM Anatomy Lab Renovations	NC State University	BBH Design, PA	R	0	No Award (Design Only)	WAKE	Unassigned
10	14-11368-01A	Harrelson Hall Demolition	Harrelson Hall Demolition	NC State University	Kimley-Horn and Associates, Inc.	F	53	Single Prime	WAKE	troberts

4 page(s): [1] [2] [3] [4]

38 found



Electrical Inspections and Certificates

Use the “**Find Contractor**” button to display the Electrical Contractor Search page for locating and selecting the contractor.

New Electrical Certificate

Action Close

Project

Find Package

Project ID#: 12-09912-02A
Project Title and Location: Reynolds Coliseum Renovations
Package Title: Reynolds Coliseum Renovations

Owning Agency or University: NC State University
Project Monitor: troberts

Certificate

Find Contractor Popup NCBEEC Search

Status: **Creating**
Date: 10/17/2016
Utility Work Order:
Location:

* Disposition:

- TEMPORARY Power
- Permission for **CONDITIONAL** Power is granted to supply current for:
- Permission for **PERMANENT** Power is granted to supply current.
- This certifies that the Electrical Installation is **COMPLETE** and **APPROVED**

Comments:

Special Note:

Send Special Note to Project Monitor?

10/17/2016 1:51:26 PM InterscopePlus 2.2_20161012 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem



Electrical Inspections and Certificates

Enter any search criteria that is useful in locating the contractor in the Interscope database. The following example uses the contractor **Name** to locate a list of contractors for selection.

New Electrical Certificate Action Close

Project
Find Package

SCO ID#: 12-09912-02A
Project Title and Location: Reynolds Coliseum Renovations
Package Title: Reynolds Coliseum Renovations

Owning Agency or University: NC State University
Project Monitor: troberts

Certificate
Find Contractor Popup NCBEFC Search

Status: Creating
Date: 10/17/2016

Utility Work Or
Loca

Find Electrical Contractor...

Name: Like	▼	<input type="text"/>	Voice#: Like	▼	<input type="text"/>	(999-999-9999)
Email: Like	▼	<input type="text"/>	Fax#: Like	▼	<input type="text"/>	(999-999-9999)
Status: =	▼	ACTIVE	▼	License#: Like	▼	<input type="text"/>
Contact Person: Like	▼	<input type="text"/>	Last Update: >	▼	<input type="text"/>	/ /
Line 1: Like	▼	<input type="text"/>				
Line 2: Like	▼	<input type="text"/>				
County: =	▼	--- Select ---				
Zip: Like	▼	<input type="text"/>				

Search Done Reset

Special Note:

Send Special Note to Project Monitor?

0/17/2016 1:51:26 PM Report a Problem

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Electrical Inspections and Certificates

Click on the **CONTRACTOR** field to select the contractor for this record. The search screen will close showing the selected contractor information on the input screen.

New Electrical Certificate

Action Close

Project

Find Package

SCO
Project Title and Location
Package

Certificate

Find Contractor PopUp

State
D

Utility Work Order
Location

* Disposition

Special Notes

0/17/2016 1:51:26 PM

Find Electrical Contractor...

Name: Like [v] [proo]
Email: Like [v] []
Status: [=] [v] ACTIVE [v]
Contact Person: Like [v] []
Line 1: Like [v] []
Line 2: Like [v] []
County: [=] [v] --- Select --- [v]
Zip: Like [v] []

Voice#: Like [v] [] (999-999-9999)
Fax#: Like [v] [] (999-999-9999)
License#: Like [v] []
Last Update: > [v] [] / [] / [] []

Search Done Reset

	FIRM#	CONTRACTOR	ADDRESS1	LICENSE#	LIC. STATUS	LIC. ISSUE	LIC.	LAST UPDATE	CONTACT	VOICE	EMAIL
Comme	1	3084 Brooks-Berry Haynie & Associates Inc.	4900 Sirius Lane	31009/01-U	ACTIVE	1/1/1900	1/1/1900	8/3/2016	Joseph Grant	470-225-0812	Joe@bbhelectric.com

1 found

Report a Problem



Electrical Inspections and Certificates



To check the current status of the selected contractor's license, click on the “**Popup NCBEEC Search**” button to display a browser tab containing the search page at the NC State Board of Examiners of Electrical Contractors (www.ncbeec.org).

New Electrical Certificate Action Close

Project

[Find Package](#)

SCO ID#: 12-09912-02A
Project Title and Location: Reynolds Coliseum Renovations
Package Title: Reynolds Coliseum Renovations

Owning Agency or University: NC State University
Project Monitor: troberts

Certificate

[Find Contractor](#) [Popup NCBEEC Search](#)

Electrical Contractor (EC): Brooks-Berry Haynie & Associates Inc.
EC Phone Number: 470-225-0812
EC Physical Address: 4900 Sirius Lane Charlotte NC 28208
EC License#: 31009/01-U

EC Representative: Joseph Grant
EC Email (On File): Joeg@bbhelectric.com
Alert Email:
(Alerts are sent to this email address)

CC Emails:

Status: **Creating**
Date:

Utility Work Order:
Location:

* Disposition:

- TEMPORARY Power
- Permission for **CONDITIONAL** Power is granted to supply current for:
- Permission for **PERMANENT** Power is granted to supply current.
- This certifies that the Electrical Installation is **COMPLETE** and **APPROVED**

Comments:

Special Note:



Electrical Inspections and Certificates

Enter any search criteria that is useful in locating the contractor in the NCBEEC database. The following example uses the contractor **Name** to locate a list of contractors.

Login Register



HOME MY ACCOUNT ONLINE SERVICES ▾

Search for a License

Search Criteria

Note: Hover over the field text to display any help
** Indicates a value is required.

License Number:

Business Name/DBA:

First Name:

Address:

City:

Zip:

County:

Last Name:

State:

Current Filters

Business Name/DBA: brooks



Electrical Inspections and Certificates

Certificate

Click on the “Detail” button to display the contractor’s license status.

Contact Search Results



	Name	License	Listed Company	DBA Name	City	County	Additional Qualifiers
Detail	Andrew S. O'Kelley	31009-U	Brooks-Berry-Haynie & Associates Inc.		Mableton		No Additional Qualifiers Listed
Detail	Brooks L. Ladd	24915-L	Brooks Ladd Electric		Durham	Durham	No Additional Qualifiers Listed
Detail	Brooks-Berry-Haynie & Associates Inc.	31009/01-U	Brooks-Berry-Haynie & Associates Inc.		Charlotte	Mecklenburg	Jared Matthew Barfield
Detail	G. Micah Brooks	09545-I	Brooks Electric Company Inc. of Chesapeake Va.		Chesapeake		No Additional Qualifiers Listed
Detail	Jeffrey Alan Ertolacci	30980-SP-PH	Brooks Mechanical LLC		Wake Forest	Wake	No Additional Qualifiers Listed
Detail	William C. Brooks	28243-L	Brooks Electrical Maintenance		Bostic	Rutherford	No Additional Qualifiers Listed



Electrical Inspections and Certificates

Certificate

Verify that the license status is “ACTIVE” or “ACTIVE IN RENEWAL”.

The screenshot shows a web browser window with two tabs: 'ElectricalDetail' and 'License Lookup'. The address bar shows the URL: <https://lookup.ncbeec.org/Lookup/LicenseLookup.aspx>. The page title is 'Contact Search Results'. Below the title is a table with columns: Name, License, Listed Company, DBA Name, City, County, and Additional Qualifiers. A 'Detail' button is next to the first row. Below the table is a 'License Details' section for the 'State of North Carolina Board of Examiners of Electrical Contractors'. It includes a 'Lookup Detail View' section with a 'Contact' table and a 'Credential' table. The 'Contact' table has columns: Name, Mail Address, Phone Number, and E-Mail. The 'Credential' table has columns: Credential, License Type, Issue Date, Expiration Date, Status, and Reason. The status is 'ACTIVE' and the reason is 'NORMAL'. At the bottom, there are 'Printable View' and 'Close' buttons, and a timestamp '10/17/2016 2:23:32 PM'. A red arrow points from the 'ElectricalDetail' tab to the browser's navigation area.

Name	License	Listed Company	DBA Name	City	County	Additional Qualifiers
Brooks-Berry-Haynie & Associates Inc.						

Name	Mail Address	Phone Number	E-Mail
Brooks-Berry-Haynie & Associates Inc.	4900 Sirus Lane Charlotte, NC 28208	(704) 357-8880	jbarfield@bbhelectric.com

Credential	License Type	Issue Date	Expiration Date	Status	Reason
31009/01-U	Unlimited Classification	07/26/2016	07/26/2017	ACTIVE	NORMAL

To return to Interscope, click on the browser tab “**ElectricalDetail**”. The “License Lookup” tab may remain active for subsequent searches.



Electrical Inspections and Certificates

Certificate

Finish entering the following fields on the form:

- **Date** – this field is prepopulated with the current date
- **Utility Work Order** – this field is optional
- **Disposition** – this field is required
- **Comments** – this field is required if Disposition = “Approved w/Notes”
- **Alert Email** – this field is pre-populated with the email that is on file for the contractor. If the alert should be sent to a different email, enter this email in the Alert Email field.
- **Special Note** – enter any note to be communicated to the monitor assigned to the package. Then check “**Send Special Note to Project Monitor?**” to notify the monitor.



Electrical Inspections and Certificates

Certificate



Electrical Certificate

Workflow Action Close

Project
Find Package

SCO ID#: 12-09912-02A
Project Title and Location: Reynolds Coliseum Renovations
Package Title: Reynolds Coliseum Renovations
Owning Agency or University: NC State University
Project Monitor: troberts

Certificate #8383
Find Contractor Popup.NCBEEC Search

Electrical Contractor (EC): Brooks-Berry Haynie & Associates Inc.
EC Phone Number: 470-225-0812
EC Physical Address: 4900 Sirius Lane Charlotte NC 28208
EC License#: 31009/01-U

EC Representative: Joseph Grant
EC Email (On File): Joeg@bbhelectric.com
Alert Email: Joeg@bbhelectric.com
(Alerts are sent to this email address)

CC Emails:

Status: **Creating**
Date: 10/17/2016
Utility Work Order: 123456
Location:

* Disposition:
 TEMPORARY Power
 Permission for **CONDITIONAL** Power is granted to supply current for:
 Permission for **PERMANENT** Power is granted to supply current.
 This certifies that the Electrical Installation is **COMPLETE** and **APPROVED**

Comments:

Special Note:

Send Special Note to Project Monitor?



Electrical Inspections and Certificates

Inspection

Same steps as for Certificates but the disposition options are different.

New Electrical Inspection

Action Close

Project

Find Package

Inspection

Find Contractor [Popup NCBEEC Search](#)

Status: **Creating**

Date: 10/17/2016

Utility Work Order:

Location:

* Disposition:

APPROVED APPROVED w/Notes DISAPPROVED

ROUGH-IN TRENCH SLAB WALLS CEILING RE-INSPECTION FINAL OTHER

Comments:

Special Note:

Send Special Note to Project Monitor?

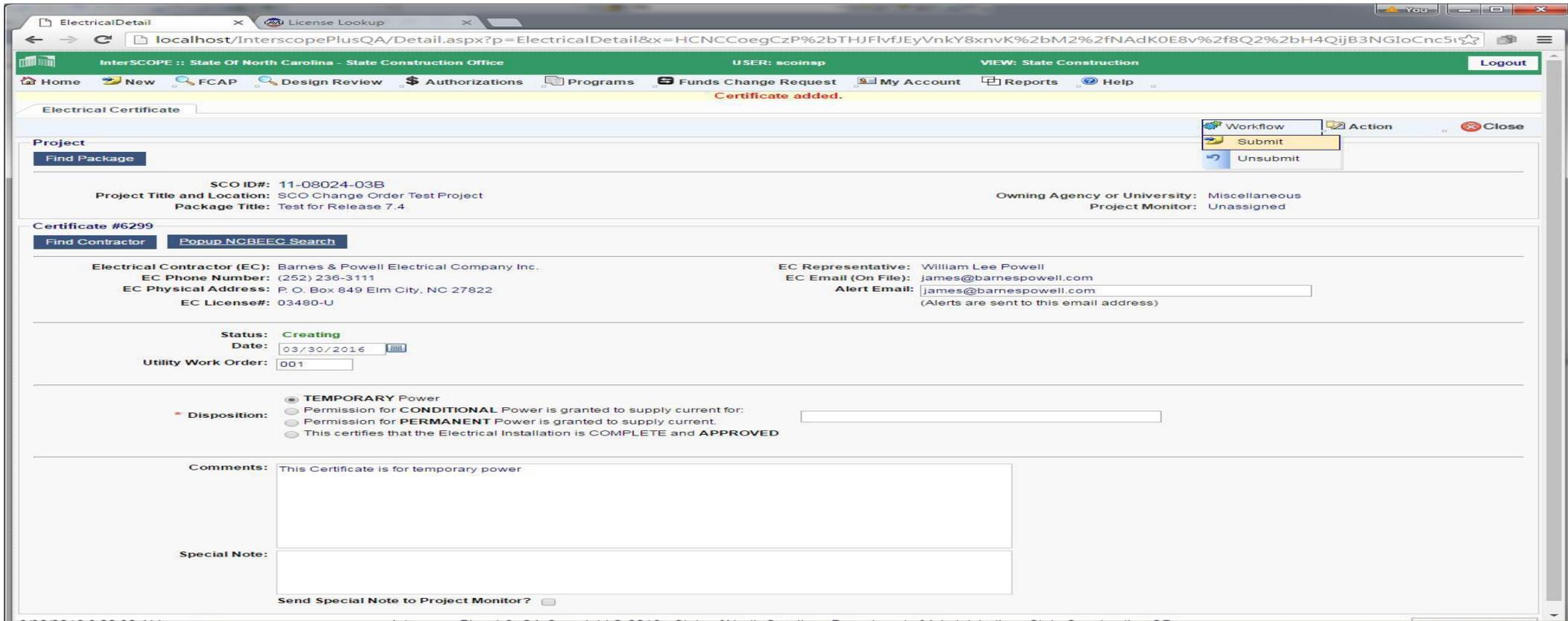
10/17/2016 2:38:50 PM InterscopePlus 2.2_20161012 Copyright © 2016 - State of North Carolina : Department of Administration : State Construction Office Report a Problem



Electrical Inspections and Certificates

To complete the processing of the certificate or inspection, click on the “**Submit**” option under the **Workflow** menu.

This action will finalize the data entry and notify the contractor, designer and project monitor via email alerts of the completed document.



The screenshot displays the IntersCOPE web application interface for creating an Electrical Certificate. The browser address bar shows the URL: localhost/InterscopePlusQA/Detail.aspx?p=ElectricalDetail&x=HCNCCoegCzP%2bTHJFivfjEyVnkY8xnvK%2bM2%2fnAdKOE8v%2f8Q2%2bH4QijB3NGIoCnc5t. The application header includes the user name 'scoinsp' and the view 'State Construction'. A navigation menu contains options like Home, New, FCAP, Design Review, Authorizations, Programs, Funds Change Request, My Account, Reports, and Help. A yellow banner at the top indicates 'Certificate added.' The main form is titled 'Electrical Certificate' and includes a 'Workflow' menu with 'Submit' and 'Unsubmit' options. The form fields are as follows:

- Project:** SCO ID#: 11-08024-03B; Project Title and Location: SCO Change Order Test Project; Package Title: Test for Release 7.4; Owing Agency or University: Miscellaneous; Project Monitor: Unassigned.
- Certificate #6299:** Find Contractor, Popup NCREEC Search.
- Electrical Contractor (EC):** Barnes & Powell Electrical Company Inc.; EC Phone Number: (252) 236-3111; EC Physical Address: P. O. Box 849 Elm City, NC 27822; EC License#: 03480-U.
- EC Representative:** William Lee Powell; EC Email (On File): james@barnespowell.com; Alert Email: james@barnespowell.com (Alerts are sent to this email address).
- Status:** Creating; **Date:** 03/30/2016; **Utility Work Order:** 001.
- Disposition:** TEMPORARY Power; Permission for CONDITIONAL Power is granted to supply current for: [text box]; Permission for PERMANENT Power is granted to supply current; This certifies that the Electrical Installation is COMPLETE and APPROVED.
- Comments:** This Certificate is for temporary power.
- Special Note:** [text box]
- Send Special Note to Project Monitor?**



Electrical Inspections and Certificates

To print a PDF copy of the completed document, click on the “**Print**” option under the **Action** menu.

The screenshot displays the InterSCOPE web application interface. The browser address bar shows the URL: localhost/InterscopePlusQA/Detail.aspx?p=ElectricalDetail&x=uPoSmt%2fftCgY%2fg6Lm9MUP3Jza%2b8jZBt087XpI3r6XtckZC5BGzz9gWWyxIGdsxN1qTHuF. The page header includes the text "InterSCOPE :: State Of North Carolina - State Construction Office" and "USER: scoinsp VIEW: State Construction". A navigation menu contains links for Home, New, FCAP, Design Review, Authorizations, Programs, Funds Change Request, My Account, Reports, and Help. A yellow alert banner states: "Certificate updated. 2 alerts created for users: Barnes & Powell Electrical Company Inc. (james@barnespowell.com), Unassigned (sco.interscope@doa.nc.gov) Electrical Certificate has been submitted." The main content area is titled "Electrical Certificate" and features a "Workflow" button and an "Action" menu. The "Action" menu is open, showing options for "Save", "Delete", and "Print". The "Print" option is highlighted. Below the menu, project details are displayed: "SCO ID#: 11-08024-03B", "Project Title and Location: SCO Change Order Test Project", "Package Title: Test for Release 7.4", "Owning Agency or University: Miscellaneous", and "Project Monitor: Unassigned". At the bottom, there is a section for "Certificate #6299" with buttons for "Find Contractor" and "Popup NCBEEC Search".



Electrical Inspections and Certificates

A PDF copy will appear in a new browser tab.
To return to Interscope, click on the “ElectricalDetail” tab.

EC_635949279243205211_11-08024-03B.pdf 1 / 2

NC
State Construction

Kathryn Johnston
Acting Secretary

Latif Kaid
Acting Director

ELECTRICAL CERTIFICATE Certificate # 6299

Date: 03/30/2016	SCO ID #: 11-08024-03B	Utility Work Order #: 001
Owner: MISCELLANEOUS Miscellaneous	Project: Test for Release 7.4	
Project Address:		
Electrical Contractor (EC): Barnes & Powell Electrical Company Inc.	EC Representative: William Lee Powell	
EC Address: P. O. Box 849 Elm City, NC 27822		
EC Phone: (252) 236-3111	EC Email: james@barnespowell.com	

TEMPORARY power

Permission for **CONDITIONAL** Power is granted to supply current for:

Permission for **PERMANENT** Power is granted to supply current.

This certifies that the Electrical Installation is **COMPLETE** and **APPROVED**

SEE PAGE 2 FOR DETAILED COMMENTS

Latif Kaid
State Construction Office

SCO Electrical Inspector
State Electrical Inspector



For More Training Presentations

Please visit our website at <https://ncadmin.nc.gov/businesses/construction/interscope>
And search under “Training Materials”





Administration

Electrical Certificates and Inspections

Interscope + Training



Prepared by LeaAnne Hahnel
Interscope+ Business System Analyst
State Construction Office
Department of Administration