Purpose:

This document provides a summary of how to obtain a permit to have electricity and/or gas turned on in a commercial building/space by a utility company. A tenant or owner will learn the required type of permit, what fees are based on and what plans and plan review are required.

Background:

New tenants or owners desire to have the power energized or gas service turned on to their commercial building/space. There are a variety of conditions which exist or are proposed and therefore the permit requirements are different.

[A] Temporary Utility Connection - utility connection for a short period of time (90 days.)
[B] No Change-in-Use & No Construction - new tenant - no change-in-use or construction.

Policy and Procedure Summaries:

[A] Temporary Utility Connection. When a Tenant, Owner or Agent for the Owner requests a utility connection to accomplish either a clean-up or wants to show the space for sale/lease, a miscellaneous (MISC) permit for temporary meter connection may be issued. This permit will be active for a maximum period of ninety (90) days. After the ninety days, the meter will be removed. This permit for temporary electric and/or gas service will allow the owner or agent to heat and cool the space and to perform maintenance such as cleaning, painting or installing finished floor coverings in the space. NO REPAIR OR ALTERATION WORK is allowed with this type of permit. See Document EC-12 Temporary Electrical Meter Connection(s) for an Unoccupied Commercial Space for the complete policy and procedures. Fees are based on one dollar ($1) valuation. A MINIMUM set of plans (8-1/2” x 11” paper) is submitted and no plan review is required.

[B] No Change-in-Use and No Construction. When a Tenant, Owner or Agent for the Owner wants to occupy a commercial building and/or tenant space longer than 90 days and where no construction work is performed or there is no change-in-use a miscellaneous (MISC) permit is issued. This permit will allow the occupancy of the space on a continual basis unless conditions change including occupancy use. See Document EC-14 Meter Connection(s) - No Change-in-Use / No Construction for the specific policy and procedures for this scenario. Fees are based on one dollar ($1) valuation. A MINIMUM set of plans (8-12”x11” paper) is submitted and no plan review is required.

If any construction work is to be done or if a change-in-use occurs, then a full set of plans is required and the permit must be issued as a CBAC or CBNC (instead of as a MISC.)