Purpose:

This document explains how to obtain permanent utility meter connection(s) for either new tenant electric and/or gas service to an unoccupied commercial space where there is no change-in-use or no construction.

Background:

When the utility meter(s) is not installed or otherwise not working in a commercial space, owners, and lessees want to know what procedures to follow to have power or gas service connected. When the building/tenant space requires no change-in-use from the previous legal occupancy and there is no construction, the process should be clear to both the applicant and Building Inspection personnel. This document provides a step-by-step process to obtain a Miscellaneous (MISC) permit for meter connection(s). A full summary of these scenarios may be found on Form EC-13 Meter Connection(s) Overview. (This document does not address: [1] Temporary meter connections, [2] First time occupancy such as an unoccupied “warm” shell to office/retail, [3] Spaces with proposed construction, [4] Change in use such as a warehouse to any other use, [5] Any change to the existing use of the building/tenant space.)

Policy:

Permanent utility meter connections for either electric and/or gas service are not approved for new tenants unless the correct type of permit is issued, the commercial space is inspected and the permit is finalized.

Procedure:

Case Number MISC _ _ _ _- _ _ _ _ _ the applicant must provide a current Business License. Counter Staff will fill in the case number

<table>
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<tr>
<th>Business Name __________________________</th>
<th>General Business License Number _________</th>
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<td>Appears on the County of Sacramento Business License</td>
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<th>Print Name ____________________________</th>
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<th>Address ______________________________</th>
<th>City __________________ State __ Zip __________</th>
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1. A General Business License is required to approve utility meter connections to commercial building or spaces except as provided for by code. Some of the exemptions are: (1) Financial Institutions and Insurers, (2) Residential Facilities, (3) Churches, (4) Libraries, (5) Agriculture. (The code sections and further explanations are found on page three of this document.)

2. County permit counter staff will verify that the name and address on the County of Sacramento Business License matches the name and address shown on the Application for Commercial Building Permit Application – (Form # AP-02).
Procedure – continued:

3. Permit counter staff will make copies of the Business License, scan into the case file and provide a copy in the Job and Office permit folders.

4. Provide a completed Commercial Building Permit Application – (Form #AP-02)
   A. Nature of Work: check the □ Misc. PM & E box.
   B. Indicate which discipline(s) is/are needed for this permit, □ Electrical (electric meter) and/or □ Plumbing (gas meter.)
   C. Description of Work: “Connection of _________ meter(s); no construction or change in use.” (If there is construction or a change in use then a CBAC permit is required.)
   D. Indicate the reason for the utility meter(s) such as: “new owner” or “new tenant with no work being done “in the Description of Work.
   E. Existing legal occupancy (use) and Proposed Use must be the same. (If there is a difference between the existing and proposed use, then an Alteration permit is required.
   F. Insert $0.00 (Cost of Job) Valuation for this project which indicates that no work is to be done. (If there a valuation given than this permit may not be the correct permit type.)
   G. County permit staff will input a $1.00 as the valuation for the purpose of generating a miscellaneous permit. (If there is a valuation greater than one-dollar, then this permit may not be the correct type of permit to issue.)

5. Provide a completed Authorization of Agent to Act on Property Owner's Behalf (Form #AP-17), unless an applicant is a licensed contractor or lessee.

6. Provide a completed Notice to Property Owner as Owner Builder (Form # AP-16), unless an applicant is a licensed contractor.

7. Provide two copies of an 8.5" x 11" minimum drawings and information shall be submitted to the building department of the following items:
   A. Site plan showing the location of the building/tenant space, including the address and the suite number (if there is one.)
   B. Vicinity map showing property is in the unincorporated area of Sacramento County, street location, cross street and north arrow.
   C. Simple Floor plan of the building/tenant space which shows:
      1) Use of each room or area;
      2) Location of the electrical meter/main and/or gas meter;
      3) Location(s) of all electrical panel(s);
      4) Retail spaces must include the merchandise transaction counter location.

8. Applicant shall pay the invoiced $106.38 for one meter or $211.72 for two meters to the cashier.

9. Once the field inspector approves the meter connection inspection, the meter will be tagged and the utility provider will be notified by County personnel.

10. The utility company personnel will install the actual meter and energize the service.
**Business License Exemptions:**

4.06.010 Exemption.

A General Business License shall not be required for and the provisions of this Chapter shall not be otherwise applicable to, those enterprises described by sections 4.06.015 through 4.06.050. (SCC1267 § 6, 2004; SCC 0804 § 10, 1990; SCC 578 § 3 (part), 1983.)

4.06.015 Exemption - Financial Institutions and Insurers.

a. Banks, savings and loans, credit unions, loan and other financial institutions, and similar enterprises that can demonstrate payment of the in lieu tax to the State of California as defined in sections 23182 and 23183 of the California Revenue and Taxation Code, are exempt from a General Business License provided that a check casher business shall be subject to the General Business Licensing Requirement, and the term “check cashier” is defined as found in Division 3, Part 4, Title 1.6F, Section 1789.31 of the California Civil Code, including but not limited to, engaging in the business operation of “deferred deposits” as defined therein.

b. Insurers and their dedicated agents that can demonstrate payment of the in lieu tax to the State of California as defined in section 12204 of the California Revenue and Taxation Code, are exempt from a General Business License. Insurance brokers and those agents who conduct business activities outside of the scope of their dedicated agency shall not be exempt from a business license. (SCC 1288 § 1, 2005: SCC 1267 § 7, 2004; SCC 1203 § 1, 2001; SCC 578 § 3 (part), 1978.)

4.06.035 Exemption-Residential Facilities.

The following types of residential facilities are exempt:

a. Apartments, rooming houses, duplexes, and other residential facilities in which living units are rented or leased solely on a term of thirty days or longer;

b. Residential care homes for adults or children; and

c. Family day care homes.

(SCC 0853 § 1, 1991; SCC 578 § 3 (part), 1983.)

4.06.040 Exemption-Churches.

Churches, to the extent of their use for worship, religious education or the social affairs of the religious group are exempt from the provisions of this Chapter. This exemption does not extend to other activities, which are not undertaken primarily for members of the religious group, including, but not limited to, day schools and social service programs. (SCC 1267 § 11, 2004: SCC 578 § 3 (part), 1983.)

4.06.045 Exemption-Libraries.

a. Libraries, and, whether publicly or privately operated, are exempt from the requirements of this chapter. (SCC 1267 § 12, 2004: SCC 578 § 3 (part), 1983.)

4.06.050 Exemption-Agriculture.

The following agricultural activities are exempt: agricultural pursuits consisting of the growing of crops, raising of livestock, and dairying, including auxiliary and ancillary uses incidental to the operation of a farm or ranch, consisting of the purchase and storage of substances, materials, supplies, animal feeds and produce, and the marketing of farm products; provided, however, that a General Business License shall be required in connection with any wholesaling, processing, storage or manufacturing use which involves assembly of the products of multiple farms or ranches by a cooperative or other business enterprise for marketing distribution. (SCC 578 § 3 (part), 1983.)