Temporary Meter Connection(s) for an Unoccupied Commercial Space
(A specific tenant is not named nor is occupancy allowed per this permit policy)

POLICY

When an Owner or Agent for the Owner requests a temporary utility connection to accomplish either a clean-up of a commercial building and/or tenant space or wants to show the space for sale/lease, a temporary permit for a meter connection may be issued. This permit will be active for a maximum period of ninety (90) calendar days and must be ‘Finaled’ (meter and power removed) within that ninety (90) day permit period. No repair or alteration work shall be performed under this permit (only clean-up, painting, finished flooring replacement, etc., are OK). Listed below are the requirements and procedure for the issuance of a ‘Temporary Utility’ permit:

Requirements for a “Temporary Utility” Miscellaneous Permit:
1. The applicant shall provide a completed Commercial Building Permit Application. Indicate ‘Clean up’ or ‘Showing space for sale or lease’ and state that ‘No work is being performed on the space or building’ in the application’s ‘Description of Work’ box. Also list on the application the ‘disciplines’ needed for the permit, i.e., electrical (electrical meter) and/or plumbing (gas meter). This application shall be scanned into the Accela ‘E’ permit case.

2. The applicant shall provide a neatly drawn 8.5”x11” copy of a vicinity map which shows the location of the building in the County of Sacramento with the street and cross-street shown and a north arrow indicated. The location of the building or tenant space must be indicated on the plan, include the address and the suite number (if applicable). It shall note the buildings/tenant space listed use. This map shall be scanned into the Accela ‘E’ permit case.

3. The applicant shall provide a neatly drawn 8.5”x11” copy of a simple floor plan of the building or tenant space which indicates the location(s) of the electrical meter/main and/or gas meter. Provide the location(s) of any and all electrical panels being supplied with power from the electrical meter/main. This drawing shall be scanned into the Accela ‘E’ permit case.

4. The permit staff person shall apply a Building Permit fee in Accela of 2.5 Hours BI-II Inspector time for a single utility meter connection. If two temporary utility meter connections are requested (such as the electric meter and a gas meter), the permit fee will be increased to 3.5 hours of BI-II inspector time.

5. The applicant is to read and complete this form (see page 3 of 3). The Building Inspection permit counter staff will verify that this form and the permit application forms are filled out correctly and completely. This form shall be scanned into the Accela ‘E’ permit case.

6. This complete submitted 3 page application form followed by the issuance of a new MISC permit represents the complete application process for temporary power.

7. The intake counter staff will schedule the Final inspection(s) to take place ninety (90) calendar days from the date of the permit issuance. Permit Counter Staff shall enter Inspection Code 299 for the Final Electrical inspection and/or 399 for the Final Plumbing inspection (one of the inspection codes must be entered or both of them if the permit is being issued for both an electrical and gas meter). This sets the future 90 day ‘Final’ inspection(s).

8. The applicant is required to schedule the initial utility meter connection inspection(s) to receive electric and/or gas meter tags. They shall use inspection Code 226 for an electrical meter connection and Inspection Code 353 for a gas meter connection.

Field Inspection Requirements for the utility meter(s):
1. An inspection must be scheduled by the applicant for the utility meter connection(s). The Permit folder and paperwork must be available at the building/tenant space at the time of the field inspection.
2. The building or tenant space must be unlocked and accessible for the inspection staff.

3. The inspection staff will verify that the building or tenant space is in an acceptable condition to have the requested utility meter(s) installed for the building or tenant space. If the building or tenant space is not in an acceptable condition the applicant will need to correct those items that are unacceptable. This may require the applicant to obtain an additional permit to correct the unacceptable condition(s).

4. The inspection staff will issue the utility meter tag(s) when the building or tenant space is acceptable and the electrical and/or gas equipment meet code requirements.

Requirements for the follow-up inspection(s) to verify the removal of the utility meter(s):

1. The permit for the temporary utility meter connection(s) is only approved for a ninety (90) calendar day period. The utility meter(s) must be removed by the end of the ninety (90) day period (or earlier if the building or tenant space has been cleaned-up; sold or leased). The applicant shall contact the utility company that provides the utility service and arrange for the removal of the utility meter(s). Upon the utility meter(s) removal, the applicant shall schedule the Final inspection(s). At the final inspection, our inspection staff will verify that the meter(s) has/have been removed. The permit shall then be Finaled (closed).

2. If the applicant does not schedule the Final inspection(s) prior to the ninety (90) day period, an automatically issued ‘final inspection’ call-slip will schedule the required inspection. If the field inspector verifies that the utility meter(s) has/have been removed, they will initiate the final processing of the permit.

3. If the utility meter(s) is/are not removed at ninety (90) days, the field inspector will notify their supervisor who will then provide a courtesy contact to the owner/tenant/applicant and let them know that the utilities shall be removed per this agreement. If an extension of time is not granted by the supervisor and the applicant does not have the meters removed, the supervisor will coordinate with SMUD or PG&E to remove the meter(s). Should this complete process, agreement and ultimate meter removal not be complied with, the supervisor will move the issue to County Counsel for resolution.

4. An extension of this ninety (90) day temporary permit shall generally not be allowed. An extension may be granted by the Building Official or his designee when a written request citing extenuating circumstances is provided by the applicant/owner.

5. If the building or tenant space is to be occupied by a new owner or tenant prior to the end of the ninety (90) day period, the ‘Final’ inspection(s) of the temporary utility meter(s) must be scheduled. This is the original applicant’s responsibility. Coordination of the Final inspection(s) for this permit and the required inspection(s) for the new tenant’s utility meter connection(s) can be scheduled concurrently (see item number 6 below). The removal of the utility meter(s) may not be necessary, if the permit application and approval (for utilities) for the new owner/tenant are completed at the same time.

6. The new owner or tenant must obtain a new permit for their utility meter connection(s). The applicant must complete a Permit Application - Part A & Part B, provide a County of Sacramento Business License for the building or tenant space and obtain a building permit for the meter connection. The applicant shall complete form “Electrical Meter Connection(s) - No Change-In-Use No Construction” and comply with all items listed on the form. If additional construction or a change-in-use is planned, see item 7 below.

7. If there will be construction in the building/tenant space by the new owner or tenant, all additional regular permitting requirements shall be complied with (which may not allow the immediate connection of utilities).
APPLICATION FOR TEMPORARY METER
(Unoccupied Commercial Space)

• I have read and understand the 3 pages of information in this Document.
• I understand that this permit is for temporary utility meter connection(s) to clean-up or show the building/tenant space for future sale or lease only.
• This permit does not allow any type of construction or occupancy in this building/tenant space. I understand that, an additional permit is required for any type of construction activity or to allow any type of occupancy in or for this building/tenant space.
• This permit is valid for a maximum of ninety (90) calendar days. The utility meter(s) must be removed within ninety (90) days of the permit issuance. I am responsible for having the utility meter(s) removed by the utility company and scheduling the final follow up inspection. I acknowledge that if this project does not conform to the specifics of this document and/or the applicable CA Building Codes, the County of Sacramento may immediately coordinate the removal of the utility connection for this project.
• If I have not had the utility meter(s) removed by the end of the ninety (90) calendar day period, I authorize the County of Sacramento to have the utility meter(s) removed from the building/tenant space.
• I understand that this project is subject to receiving a Building Violation with penalty fees should these requirements not be met.

Utilities Requested (check all that apply):

☐ Electric  ☐ Natural Gas  ☐ Propane
☐ Owner  ☐ Agent (provide ‘wet signed’ authorization letter – see document AP-17)

Permit No.:__________________________________________Date:____________________________

Job Address: _________________________________________________________________________

Owner of Record: _____________________________________________________________________

Print Name of Applicant: _______________________________________________________________

As the Owner or Authorized Agent for this project, I agree to the above bulleted terms. I further declare that this project will not be occupied until receipt of a ‘Final Inspection Approval’ and the granting of a ‘Certificate of Occupancy’ which can only be obtained through a separate building permit.

__________________________________________  ____________________________  ____________________________
Signature                                           Title  Phone #