



MECKLENBURG COUNTY
Land Use & Environmental Services Agency
Code Enforcement

Temporary Utility Process – Electrical

Temporary Utility (TU) automated application process upgrade was recommended by Industry and a TU Task Force committee, and this new workflow has been approved by the Building Development Commission (BDC).

1) Initial request for Temporary Power (TP) connection

1. TP request can be made at any point in the construction process, even if the Electrical permit has passed the final inspection. This is a \$100 fee. If all trades are finalized, but agency occupancy holds exist, there is no inspection or fee charged; but if C/O is not issued within 90 days then a TPC renewal inspection will occur with a \$100 fee.
2. The Temp Utility link is located behind the Contractor's secure sign-in under the "View Permits" heading named "Apply Temp Utility". Enter the Electrical permit number. Instructions are present to guide you through the application. The system will not allow a TP inspection request unless there is a Temporary Utility Application submitted. The new on-line application form needs to be completed by the applicant who is the responsible party, and must agree with the terms of this agreement. Unlike the previous version, the new on-line form will not need to be notarized.
3. When TU application is submitted on-line, then TU placard can be printed by GC. There is a link on the electrical permit to view both the TU application and TU placard. The TU placard must be present on-site for the TP inspection to be performed. Placard is not valid until signed and dated by the Electrical Inspector.
4. When the GC submits a TU application the system will check to ensure that the permit is a valid candidate. It must belong to the master permit of the GC, or if it is a stand-alone sub-permit, then it must belong to the project of the GC.
5. If GC appears in person then must present a notarized form to allow staff to enter the TU application with required information. Placard can be printed and given to customer to have on-site for Electrical Inspector to sign (TU placard not valid until signed by Electrical Inspector). If Electrical contractor appears in person, then must have notarized form signed by GC.
6. If contractor submits TU application on wrong permit, we will allow Code Enforcement staff to auto-transfer data from one permit to another. Contractor will then need to open and print the new Temp Utility placard.

2) Workflow for TP Inspection

1. GC submits on-line TP application
2. Electrical Contractor requests TP Inspection
3. Contractor downloads and prints placard to have on-site
4. If TP inspection fails, Contractor fixes defects and schedules a new TP inspection
5. Electrical Inspector and signs & dates TU placard when TP inspection passes
6. Send \$100 Fee against GC's bond account, unless a prior TP inspection has been failed w/in 30 days then do not charge for the TP inspection.
7. System will automatically send connect request to power company
8. There is an automatic renewal process and electrical inspection scheduled for first business date after expiration date. This is a \$100 fee. If a project TCO has been processed, renewal inspection will not be created.
9. If subsequent TP inspection request is made after original TP approved, then a new application is required to be submitted explaining what extended area is being energized. System will delete the old placard, and create a new placard. You will need to print the new placard and have on-site.

Question: I have already uploaded a notarized TU application using the old procedure, but now the system will not allow contractor to schedule a TP inspection request. What do I do?

You have two choices: you can submit a new on-line application or call Code Enforcement Document's staff to 'activate' your old TU application. Unlike the previous version, the new on-line form will **not** need to be notarized. Document Control number is (704)336-3830 (Option 3).

3) Renewals

Every 90 days a charge will be made to the appropriate contractors account and an automated inspection created whereby a field inspector will conduct a safety inspection on site to assure that no modifications to approved systems or service has been made as well as no occupancy has been allowed. There is a \$100 fee charged to the GC. If a project TCO has been processed, renewal inspection will not be created. A failure on a renewal will prevent any further inspections from being called in which includes all other open trades. A 10 day notice is given and failure to restore to originally approved condition will result in disconnection of utilities for violation of the TU agreement.

4) Renewal Inspection - FAILED

1. Violations found - occupancy or use of equipment or service not previously inspected
2. Inspection fee charged for \$100
3. System locks down project and prevents all inspections on all permits in the project except for the electrical TP task.
4. Violation Notice is sent to responsible party by certified mail.

5. TP inspection can be requested within ten days to re-inspect job site violation. If all violations have been corrected, then TP is passed and project returns to normal status.
6. After 10 days without compliance, system sends a Temporary Power Disconnect to the utility company.
7. When disconnect occurs, permit returns to original status, but any subsequent TU requests for project must be submitted via Inspection By Appointment (IBA).

Temporary Utility Process – Gas

The Temporary Gas (TG) connection inspection is identical to the Electrical workflow except it is a TH inspection on a Mechanical permit. Permits getting TG as a result of RH task are exempt from renewal.

GENERAL QUESTIONS:

Document Control (704)336-3830 (Option 3)

2/2013