



MECKLENBURG COUNTY
Land Use and Environmental Services Agency
Code Enforcement

May 13, 2014

Temporary Utility Online Application Process & Conditions
(TU=Temporary Utilities; TP=Temporary Power; TG=Temporary Gas)

TU Process – Electrical 

1) **Initial request for Temporary Power (TP) connection**

1. **TP request** can be made at any point in the construction process as allowed under Article 10 of the NC electrical code:
[http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/BCC_Documents/Minutes_ah/NCElectricalCode\(12-14-10\).pdf](http://www.ncdoi.com/OSFM/Engineering_and_Codes/Documents/BCC_Documents/Minutes_ah/NCElectricalCode(12-14-10).pdf).
If however the final electrical has already been approved a temporary utility can be approved under the following conditions:
 - **Residential or Commercial**-TU application needs to be uploaded by the responsible party and our administrative support team contacted at 704-336-3830. Request must be made by the electrical contractor to have the permit opened back up and the final approval rolled back to a TP inspection request, there will be a \$100 fee once inspection is performed (active construction site with other trade or trades not complete).
 - **Special Condition (One and Two Family Residential)**- For residential one and two family dwellings if a final has been approved within the last 30 days and all other trades have their final, then at the request of the electrical contractor the final approval can be rolled back to an administrative TP approval without another inspection or associated fee. The electrical contractor will need to contact our administrative support staff at 704-336-3830 and the inspector will receive an e-mail from our administrative support staff advising him/her of the change and that the electrical contractor will be calling in another final once ready. Typically this is when all the technical trades have passed and no safety concerns exist on the site however resolving other holds, like zoning, has delayed the issuance of a certificate of occupancy. If a final is not requested and a certificate of occupancy issued within 90 days then the automated TP process will begin. This will create a safety TP inspection check and charge the contractor a \$100 trip fee, this will occur every 90 days until a certificate of occupancy is issued.
2. **The Temp Utility Application link**- Access to the application form is located behind the Contractor's secure sign-in under the "View Permits" heading and is listed as "Apply Temp Utility" this would be entered under the electrical permit number. The system will not allow a TP inspection request by the electrical contractor unless there is a Temporary Utility Application submitted by the responsible party, most cases this is the GC. The on-line application form will ask you for specific areas, systems, equipment, etc... that are being requested. All questions must be answered and conditions agreed to by the responsible party.

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5841 Brookshire Boulevard • Charlotte, North Carolina 28216 • (704) 336-3854 Fax (704) 336-5472
www.mecklenburgcountync.gov

3. **TU Online Application Submitted.** Once the application is received electronically the “TEMPORARY UTILITY PLACARD” must be printed by the responsible party (GC typically). 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 upon arrival of the inspector performing the TP inspection. The placard is not valid until signed and dated by the Electrical Inspector. The system will also perform a check to verify that the electrical permit belongs to the GC or responsible party before the application will be processed.
4. **Contractor/GC assistance.** In order to file a TU application a contractor must have an account and submit an online application. In the event assistance is needed our office staff can provide help and direct a walk in customer to workstations setup in our lobby for public access. Placard can be printed and customer provided with a copy upon completion (TU placard not valid until signed by Electrical Inspector).
5. **Additional Info.** If the responsible party doesn’t fill out the request for specific areas, equipment, services, etc... correctly they can amend the application prior to the inspector resulting in the system otherwise a new application will be needed. Requested TP areas must be specific and is a legal agreement between the responsible party and Mecklenburg County Code Enforcement Department.

2) Workflow for TP Inspection

1. GC/Contractor submits on-line TP application and prints placard to post on site for inspector
2. Electrical Contractor requests TP Inspection
3. If TP inspection fails, two options available:
 - Inspector can approve less than what’s requested but cannot approve more than what is listed on the application (legal agreement).
 - Electrical contractor can fix the items and call for another TP inspection to obtain approval of scope of work on application.
4. Electrical inspector signs & dates TU placard when TP inspection passes.
5. The system automatically charges a \$100 Fee against contractors bonded account, unless a prior TP inspection has been failed within 30 days then there is no charge for this additional TP inspection.
6. The system will automatically send connect request to power company when approved and meter is needed.
7. There is an automatic renewal process and electrical inspection scheduled for first business date after expiration date, there is a chargeable \$100 fee for this site safety inspection check to verify no modifications have been made. If a project CO/TCO has been **processed**, renewal inspections will not be created.
8. If a subsequent TP inspection request is made for adding additional areas to the approved TP, 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 for the inspection process. The inspection record notes will detail the specific areas approved when different than application, such as approval of only part of the request found to be ready (approving lesser amount).

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 contractor. If a project CO/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) If Renewal Inspection Fails:

(Violations found include occupancy or use of equipment or service not previously inspected)

1. Inspection fee charged for \$100
2. System locks down project and prevents all inspections on all permits in the project except for the electrical TP task.
3. Violation Notice is given to responsible party.
4. 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.
5. After 10 days without compliance, system sends a Temporary Power Disconnect to the utility company.
6. 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)

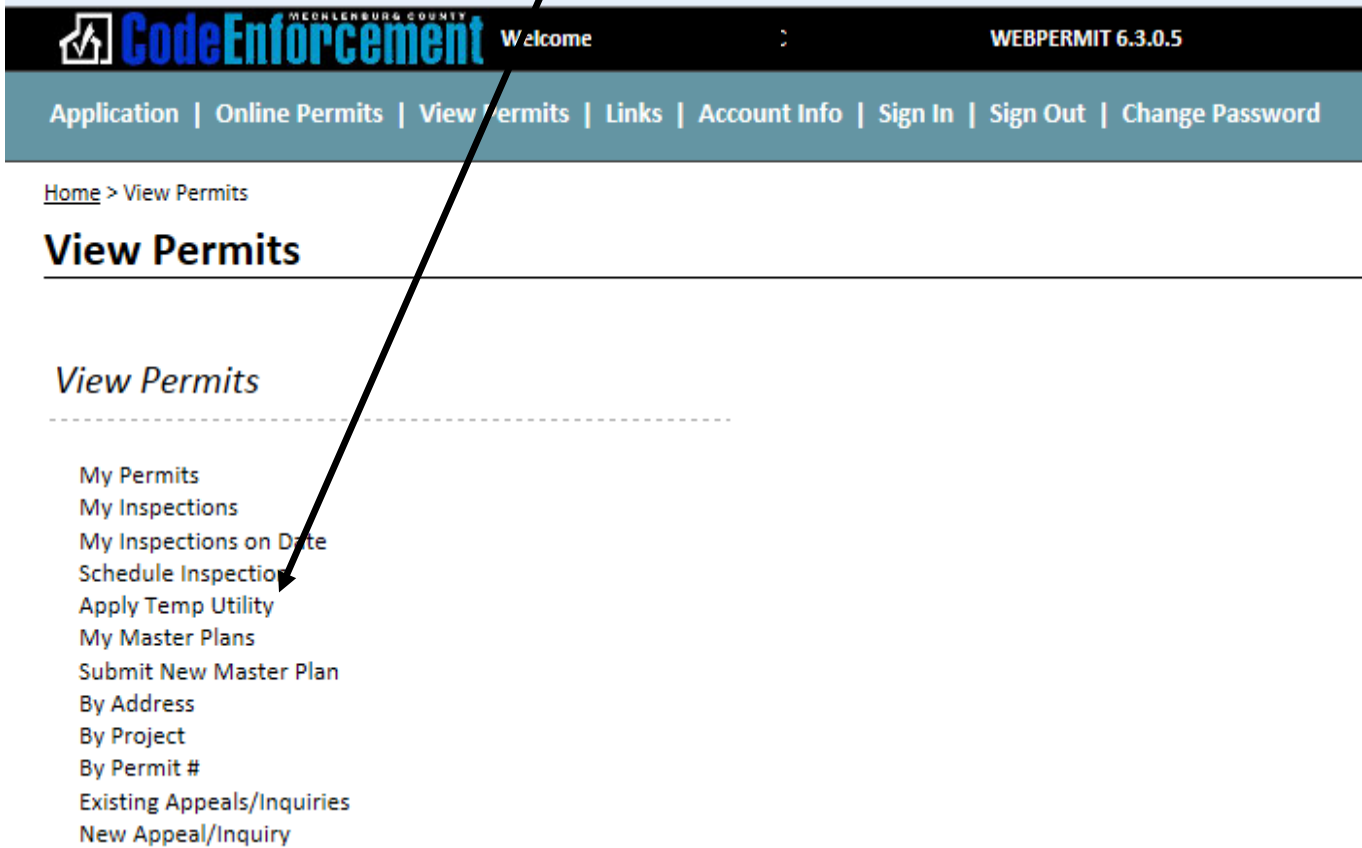
The following screen shots are from a contractor's dashboard on where to go for an online TU application:



Welcome, /

CONTRACTOR INFORMATION	NEWS TO KNOW
<p>Follow these easy steps:</p> <p>> To SUBMIT a PERMIT: Select permit type from left menu, lookup an address, complete the application and submit.</p> <p>> To SCHEDULE an INSPECTION: Click Schedule Inspection, enter the appropriate permit, and complete.</p> <p>> My Permits: A listing of your active permits.</p> <p>> My Inspections: A listing of your inspections and results.</p> <p>> View any Permit: Either by Address or By Permit #. Click links on left. Inspection information included.</p> <p>Search an address and see who the assigned inspectors are for your job.</p>	<p>BUILDING CONTRACTORS ONLY Effective April 1, additional information will be required for projects \$30,000 or more. Click here for more information.</p> <p>Electronic Plan Submittal now available. See the video.</p>
<p>QUICK FIND Code Enforcement Forms Inspector Phone Numbers Print a Certificate of Occupancy</p>	

View Permits page-select “Apply Temp Utility”



Code Enforcement MEONLEBURG COUNTY Welcome WEBPERMIT 6.3.0.5

Application | Online Permits | View Permits | Links | Account Info | Sign In | Sign Out | Change Password

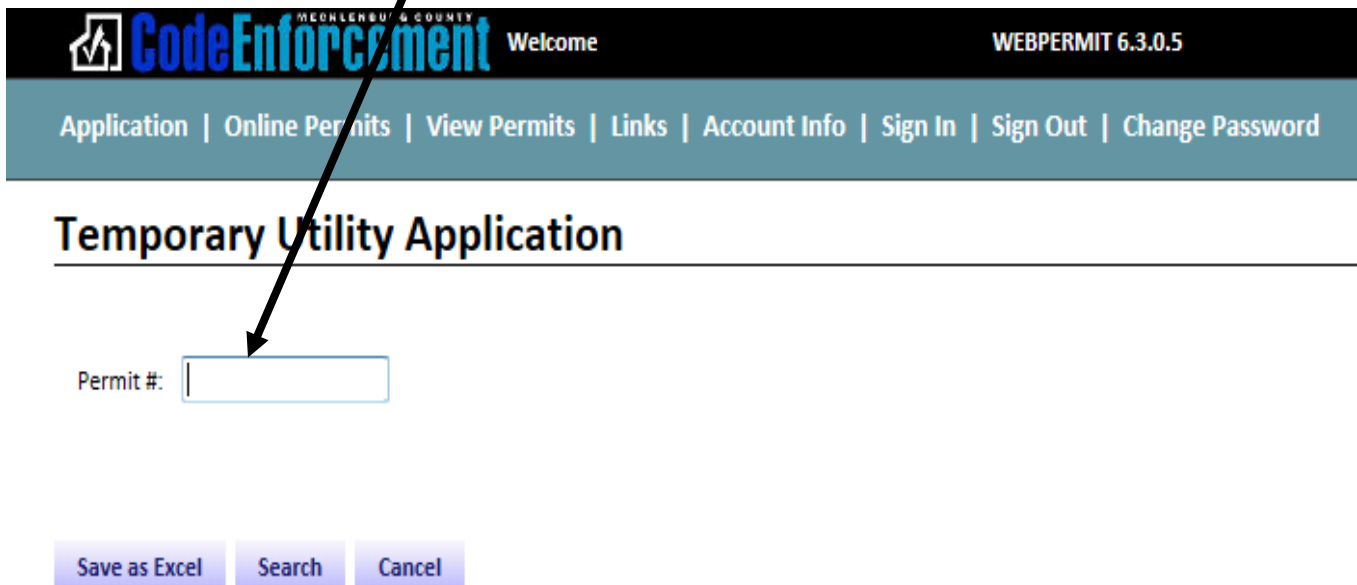
Home > View Permits

View Permits

View Permits

- My Permits
- My Inspections
- My Inspections on Date
- Schedule Inspection
- Apply Temp Utility
- My Master Plans
- Submit New Master Plan
- By Address
- By Project
- By Permit #
- Existing Appeals/Inquiries
- New Appeal/Inquiry

At this first screen enter the electrical permit application will be attached to.



Code Enforcement MEONLEBURG COUNTY Welcome WEBPERMIT 6.3.0.5

Application | Online Permits | View Permits | Links | Account Info | Sign In | Sign Out | Change Password

Temporary Utility Application

Permit #:

Save as Excel Search Cancel

Complete all the questions found in the application form and provide a specific list of areas, circuits or systems that applicant is requesting TU on.

Application for Temporary Power

This application is for the temporary use of service utilities for the purpose of the completion of construction and testing pursuant to NC General Statute 143-143.2, 153A-363; NCEC 10.8 and the NC Administrative Code and Policies section 204.8, 204.9.

Permit #:

(Note: an inspection request is still required by the appropriate contractor for inspection and approval)

Applicant & Site Information

Contractor ID: _____

Contractor: _____

Site Address: _____

All contact information listed below is required to process application

Applicant Name:

Email:

(An email address is required for the inspector. Placard must be placed on site for the inspection. If assistance is needed please contact Administrative Support at 704-336-3830)

Phone Number: () -

Portions or Systems/Service/Equipment to be connected

Please list specific portions and areas to be connected. Failure to list all specific areas requested or an inspection failure to part of an area or system will result in the applicant having to submit another application along with an additional inspection request. Inspectors cannot approve more than what is being requested and service, systems, appliances or fixtures must all meet the NC technical codes.

Describe electrical system, mechanical system or plumbing system for which application is made to facilitate construction only:

(Request above does not constitute approval of all systems and services. Inspection results will indicate if approved as requested above, or modified with lesser approval than requested. Inspector cannot approve more systems or services than requested. PLEASE REVIEW YOUR INSPECTION RESULTS AND SITE INFORMATION FOR ANY LIMITATIONS GIVEN. For additional systems or services another application must be submitted. See TU instructions under publications at the link below).

www.meckpermit.com

Approval Period

Insert applicant name in boxes below:

I, , hereby request temporary permit of service for 90 days from time of inspection approval with automatic 90 day renewals/fees until Certificate of Occupancy is issued or written notification from owner's representative is received to disconnect utility.

I, , understand that every 90 days I will be charged a fee for each trade that is still open under temporary utility and that a safety inspection will be conducted on site to verify that systems or services have not been modified or extended beyond what has been approved. Failure to comply with original approval conditions may result in the disconnection of Temporary Utility and revocation of permits.

Terms and Conditions

Please initial each of the following statements in the box provided. By initialing each item the applicant has read and agrees to the terms and conditions.

I, , understand and agree to the conditions that the building or area for which temporary utilities is approved is not to be occupied until the appropriate Certificate of Occupancy is issued. Failure to comply will result in the disconnection of those utilities and may result in the revocation of permits.

I, , understand that occupancy of new building/structures includes owner's furnishings such as desk, furniture, computers, stock, etc.. If applicable I have informed the owner as well that failure to comply will result in the disconnection of those utilities, may result in the revocation of permits and will require the removal of furnishings until approved for either a TCO or CO as required by law.

I, , understand and agree to the conditions that I as the applicant am responsible to maintain energized electrical systems or that portion of the building containing the energized electrical system in a secure and locked manner or under constant supervision to exclude unauthorized personnel.

I, , understand and agree to the conditions that I as the applicant am responsible for ALERTING ALL PERSONNEL WORKING in the vicinity of the energized electrical system to its presence. I fully understand that this means all subcontractors and anyone who might be working in an area that could be harmed by energized systems or services.

I, , agree to post a notice of temporary utility service, provided by Mecklenburg County Code Enforcement, on the premises. This placard/notice shall be posted in a conspicuous location that can be viewed by all parties entering the work area or site and signed by the inspector's upon approval.

I, , if not the owner I state that I have informed the owner of the address indicated and that the owner is also in agreement with all the terms of this temporary utility application. Owner verification:

- I am the Owner
 I am not the owner but have discussed with owner this application

I, , hereby agree to indemnify, defend, and save harmless Mecklenburg County, its employees, and the Utility Companies from any and all liability arising from utility services being either connected or disconnected from the above mentioned premises as requested/allowed by this application.

Applicant's Agreement

By acknowledgement in the section I agree that I have communicated, secured, and notified all parties as required in the above and agree to all terms as set forth in this application:

Applicant's Name:

Submit

Cancel

Enter submit when finished to complete the process, once submitted the TU placard will be posted under the electrical permit number.