



# INFORMATIONAL BULLETIN

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Chief Building Official

## ELECTRIC METER RELEASES FOR RESIDENTIAL DWELLINGS

The following procedure allows for early release of electric meters serving new residential dwellings prior to final inspection and approval for occupancy.

1. A separate Temporary Utility Release application shall be completed by the applicant for each address where electric meters are requested. No fee is required to be paid with the application. Temporary utility numbers will not be assigned to the Temporary Utility Release applications.
2. Electric utilities may be released by the inspector when the dwelling structure is completed. Completion of all site improvements necessary for occupancy is not required to release the electric utilities.
3. To release the electric utilities, the inspector shall sign the Temporary Utility Release application for each address to be released and submit the signed applications to the Senior Permit Specialist responsible for utility releases. The releases shall be recorded against the permit number for the dwelling. Signatures for final approvals on the job card should only be done when the dwelling and site meet all requirements for occupancy.

Notes: 1) This procedure applies only to electric meters for new residential construction for electrical system and equipment testing; gas meters can not be released until final approval for use and occupancy; 2) Utility releases for commercial structures will continue to use the existing Temporary Utility Release procedure; 3) Any applicant allowing occupancy prior to final inspection approval will not be granted future early releases of electric meters.