

PROCEDURE POLICY #1

ELECTRICAL/ELEVATOR SECTION

ITEM

REQUIREMENTS FOR ELECTRIC UTILITY PERMANENT METER RELEASE FOR NEW BUILDINGS.

NOTE

For one- and two- family dwellings see procedure #22

BASIS:

To ensure that the electrical wiring meets the applicable City Ordinances and that the wiring has been installed in a safe manner.

ENFORCING AGENCY:

The Office of Central Inspection - Electrical/Elevator Section.

PRE-CONDITION PROCEDURE:

On all commercial instances where a building permit is required for the same building, structure or project, a complete set of electrical plans are required to be submitted with the structural plans and approved by OCI plan review section.

On all commercial projects where an electrical contractor will be installing electrical work and a building permit is not required, electrical plans are not required to be submitted to OCI for review. However, for all commercial projects where a building permit is required, the electrical wiring must be installed as per the city OCI approved plans that must be maintained at the job-site.

PROCEDURE:

The **Electrical Contractor calls for inspection**, requesting that the electrical service to the structure be released to the electrical utility company (Westar), for the permanent meter connection. Before release, the following conditions **MUST** be met:

1. The building must be enclosed/weather tight (roof, windows, doors, plywood, etc.) and capable of being locked.
2. The electrical rough-in inspection must be approved.
3. If Westar's electrical service is an underground service, the service conduit must be installed.
4. The siding, brick or finished surface must be installed where the permanent meter will be attached.
5. The electrical meter enclosure and service panel must be installed and-properly grounded.
6. Any branch circuits installed in the service panel and connected to overcurrent devices must have receptacles, switches or devices on that circuit installed.
7. A 120-volt GFCI receptacle must be installed on a dedicated circuit for construction use.