

## PROCEDURE POLICY #15

### OCI ELECTRICAL/ELEVATOR SECTION

**ITEM:**

Requirements necessary before **releasing and restoring** the electric utility's **permanent meter to residential or commercial** buildings, where the electric service has been disconnected by *WESTAR ENERGY* for a period of **six (6) months** or more.

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

**ENFORCING AUTHORITY:** The Office of Central Inspection - Electrical/Elevator Section.

**PROCEDURE:** The owner or tenant of the property in question must come to our office and purchase a permit requesting that the electrical service to the structure be released to the electrical utility company (*WESTAR ENERGY*), for the permanent meter reset. Before release, the following conditions **MUST** be met:

1. An appointment must be scheduled between the owner or tenant and the Electrical Inspector to allow access to the structure.
2. The Inspector will evaluate the electrical wiring. The existing wiring must be installed in a safe manner and all hazardous or unsafe wiring must be removed or corrected. If the wiring is ok the Electrical Inspector will release the meter to WESTAR the following business day. If any corrections are needed, a licensed electrical contractor of the City of Wichita must make the necessary repairs. If there is service work involved or more than just minor repairs the Electrical Contractor shall obtain the required City electrical permit and contact our office for inspection.
3. The Electrical Contractor can request the owner/tenant permit be transferred to their company if only minor repairs are needed. The Electrical Contractor must obtain the permit number from the owner/tenant. The Electrical Contractor requests the inspection and verifies access is available for the Inspector.
4. After re-inspection, if the inspector determines that the wiring corrections have been made and the wiring is safe to be energized, the Electrical Inspector will release the meter to WESTAR the following business day.

**Exception:** If the neighborhood inspection section of OCI has a case on the structure and other corrections are required, then permission must be obtained from the appropriate section before the electric meter can be released.