



Pre-Final Meter Request Form

Planning, Building and Code Enforcement

Print clearly OR use your computer to complete the online PDF of this form.

PERMIT #:		EXPECTED FINAL DATE: format 00/00/20XX	
PROPERTY ADDRESS:			
TYPE OF PROPERTY CHECK ONE:	<input type="checkbox"/> Single-Family/Duplex <input type="checkbox"/> Multifamily <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Temporary Power Pole <input type="checkbox"/> Other: _____		
OWNER OR TENANT NAME:		PHONE #:	
PERMIT HOLDER NAME:		PHONE #:	

REASON FOR REQUEST:

DESCRIBE PORTION OF THE BUILDING, BRANCH CIRCUITS, AND EQUIPMENT THAT WILL BE ENERGIZED:

NUMBER OF METERS:		MAIN SWITCH SIZE:	
METER TYPE:		PHASE:	
VOLTAGE:		SERVICE RATING:	

NOTICE TO PERMIT HOLDER/APPLICANT

Approval of a pre-final meter request is for non-occupancy only. The service must be completely finished and intact prior to inspection. Upon inspection and approval of the service, the City Inspector will release the meter to the utility company for energization. Any equipment not authorized and inspected by the City Inspector will not be energized.

• SIGNATURE of Permit Applicant PRINT Name DATE

BUILDING INSPECTOR

Field inspection and a City Inspector's signature as approval is required prior to energizing any equipment:

• SIGNATURE of City Inspector PRINT Name DATE

MINIMUM REQUIREMENTS FOR AN ELECTRICAL PRE-FINAL METER APPROVAL

Commercial and Multi-family and Residential projects must meet the following minimum requirements in order to receive pre-final meter approval.

COMMERCIAL AND MULTI-FAMILY PROJECTS

- The applicant has completed the pre-final application with the specific areas, and equipment requested to be energized
- The equipment requested to be energized is completely inspected and approved
- All conductors not complete are capped and deenergized in an electrically safe condition
- The electrical room has a lockable door, with access to only the electrical contractor
- There is adequate permanent lighting in the electrical room
- The contractor has an adequate lock out tag out procedure on site
- Any electrical approved for the temporary use of personnel shall have GFCI protection

R-3 RESIDENTIAL PROJECTS

- The applicant has completed the pre-final application with the specific areas, and equipment requested to be energized
- The field inspector has conducted a final electrical inspection and all code violations and/or incomplete electrical items are noted in the correction
- The equipment requested to be energized is completely inspected and approved
- All conductors not complete are capped and deenergized in an electrically safe condition
- Any electrical approved for the temporary use of personnel shall have GFCI protection

If the field inspector identifies issues that prevent the approval, the items shall be noted with the required corrective action to be taken. Once the above items are verified by the field inspector, the field inspector is to sign the pre final application and turn in to the area electrical supervisor. The field inspector will issue the electrical meter release with the stipulation that only the items approved by the application will be energized.

PRE-FINAL METER APPROVAL DOES NOT ALLOW BUILDING OCCUPANCY