

**REQUEST FOR UTILITIES**

**PERMIT #**

**RFU #**

**A Temporary Power Pole permit may be allowed to substitute for an electric utility request for New Single Family Dwellings (Custom Homes only), and New Commercial Buildings only**

**Select the Project Category:**

- New Single Family Dwelling (Custom Homes only)                       New Commercial Building  
 New Tenant Improvement project (no existing power to the tenant space)  
 Temporary power to allow for cleaning and showing only of a tenant space

**Utilities Requested:**  All Electric  Electric and Propane  Electric and Natural Gas  Natural Gas Only

**Procedure for Requesting Temporary Power for Non-Occupied Spaces (showing and cleaning space only):**

1. Obtain a miscellaneous electrical permit (PME), along with a \$750.00 refundable deposit
2. Once permit is issued and deposit paid, schedule and pass a Meter Connection inspection (ELECT226) and a Final Electrical inspection (ELECT299) for temporary power to be allowed for cleaning and showing a vacant tenant space
3. Permit is valid for 180 days, after which the power will be disabled and the deposit returned, less the \$100.00 processing fee. One extension may be granted if requested in writing prior to expiration of the miscellaneous electrical permit. The extension will be granted for another 180 days.
4. If a tenant improvement permit is applied for, the customer will then be charged the remaining difference in the utility deposit for the tenant permit. If no tenant improvement permit is submitted, the permit will be closed, power disabled, and the deposit, less the \$100.00 processing fee, will be returned.
5. The deposit, less the \$100.00 processing fee, will be refunded after 180 days (or 360 days if permit extended), or after passing all required final inspections of the tenant improvement permit.

**Procedure for Requesting Utilities for All Other Projects:**

The deposit is 1 percent (1%) of the building permit valuation. The minimum required deposit is \$750, the maximum is \$10,000.00. The deposit is refunded upon passing all required final inspections of the tenant improvement permit, new commercial permit, or custom home permit. Customers must schedule and pass a Meter Connection inspection (ELECT226) to have an electrical service inspected. For gas services the following is required: existing buildings require a Gas Pressure Test (PLUMB352), and new buildings require both a Gas Pressure Test (PLUMB352), and a Gas Tag inspection (PLUMB353).

Deposits may be made by credit card (Discover, Master Card, Visa), or by a check made out to the City of Rancho Cordova. Deposits shall be paid at the Rancho Cordova Permit Office, located at City Hall.

**Minimum City Requirements to Hang a Utility Tag:**

**Electric** - The panel must be installed (metal strap supports are OK) and grounded. A GFCI plug and the panel dead-face must be installed.

**Gas** - A furnace used for dryout must be installed and the venting completed. The thermostat and registers are not required. The gas line will be pressure tested after the sheetrock is hung.

Deposit Required: \_\_\_\_\_ Calculated By: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer Information:**

Job Address: \_\_\_\_\_

Owner of Record: \_\_\_\_\_

Deposit Paid By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner / Applicant**

\_\_\_\_\_  
**Date**

**Cashier Validation:**