

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING & SAFETY DIVISION**

2729 Prospect Park Drive | Rancho Cordova, CA 95670

Phone: (916) 851-8760

PermitServices@CityofRanchoCordova.org

## **Request for Utilities (RFU) Policy**

### **Purpose:**

To establish a policy and procedure for processing of various types of Requests for Utilities.

### **Background:**

Service utilities are sometimes needed to perform construction of a project. The City's policy is to allow for permanent power for construction of new buildings, both residential and non-residential if requested, and the project conditions are safe and allow for safe connections. This usually takes the form of a power pole, or pedestal, but on occasion, although rare, may involve an RFU.

It has also become increasingly necessary to allow for the connection of electrical services to vacant tenant spaces on a temporary basis to allow for a property owner to clean and show a space for potential tenants. This is temporary, and is only allowed for a 60 day period, and does not allow for occupancy of the space. The service will be disconnected on day 61 if no tenant improvement permit is submitted.

RCMC 16.02.050 (M) allows for the Building Official to authorize temporary utility connections provided certain criteria is met. This is an amendment to CBC 115.2.

### **Policy:**

Contractors building new residential or non-residential buildings may request an RFU to have permanent utilities, either electrical, gas, or natural gas, or a combination, inspected and tagged for the serving utility to connect. The following minimum requirements must be met for a City inspector to inspect and tag the utility meter:

**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.

A tenant space with no existing power, that has a valid tenant improvement permit, may request an RFU to connect permanent power while conducting the tenant improvements. The project will need to meet minimum safety standards, and pass a meter connection inspection (ELECT226) before an electric meter tag will be issued.

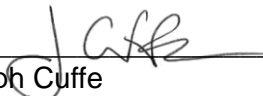
Request for temporary power of non-occupied spaces will follow the procedure shown on the RCB1033 Request for Utilities form, and also apply for a miscellaneous permit. This will allow for the City Inspector to verify that all safety features are in place, all required code items are met, and the site is safe for the property owner to clean and show the space.

### **Procedure:**

All applicants will complete a permit application for the utility permit (miscellaneous permit), and the RFU form RCB1033 Request for Utilities. The fee for both is \$254.00 (\$84 permit fee, 1 hour inspector time). A Permit Technician will process the RFU and the permit application, and issue a permit for the requested utility connection. When the work is ready, the applicant will schedule inspections at least 24 hours in advance (no weekends or holidays), and have everything open and accessible for the Inspector to perform the inspections.

Once the inspections are approved, the Inspector will fill out a utility tag for the requested utility, and the tag will be emailed into the appropriate utility at the end of the work day. Emergency situations will be handled on a case-by-case basis.

If the required inspections fail, the Inspector will leave a detailed Notice of Corrections, with items that need to be addressed prior to the next inspection being scheduled. Once the items are addressed, the applicant will need to call and reschedule the inspections. If the inspections fail a second time, the applicant may be subject to a re-inspection fee of \$170 per discipline being inspected.

  
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Joseph Cuffe  
Building Official, City of Rancho Cordova