



MEMO

To: Electrical Contractors

From: Don Verrue, Building Official

Date: October 20, 2009

Subject: Residential Electrical Service Change Out Inspections

To help electrical contractors get final inspections completed for residential service change outs we are requiring that the new service and subpanel installations be completely finished before calling the inspector for a green tag. We will no longer issue temporary tags.

After requesting an inspection through the IVR system or Velocity Hall for the day of the service change, please call the inspector 30 minutes before finishing the project so that the inspection can be performed and tag the service while the electrician is still present. The inspector will need to do the inspection no later than 3:30 p.m. So it is imperative that the project be coordinated to meet the inspection deadline. This policy will become effective November 1, 2009.

The following inspectors will perform these inspections:

Tim Netzley	552-6045	239-7681
Bill Porteous	552-6046	239-1381
Steve Grote	552-6048	239-1383
Wally Dunlap	552-6043	239-9450

To determine which inspector will inspect your project, please call one of the above office numbers before 8:30 am the day of the inspection request.