

Office of Planning and Development – Building Division
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TUG: TEMPORARY UNDERGROUND PROGRAM REQUIREMENTS

I am making application to participate in the Polk County Building Division's TUG program. I have read and understand the program requirements and agree to comply with those requirements. The electric panel will be locked at all times during construction, and no circuits or panels will be energized without specific written permission from the Building Division. I further understand that any violation of these requirements may result in exclusion from this program and possible disciplinary action.

A PRE-POWER REQUEST must be completed and approved by the Building Division prior to energizing the building. All requirements of the pre-power request including all fees being paid and approval received from all other agencies must be met.

Permit Number: _____

Property Address: _____

Person requesting TUG:

Owner/Builder Contractor a (if so provide ID #) _____

Print Name of Requestor

Signature of Requestor

Date Signed

A COPY OF THIS DOCUMENT MUST BE SUBMITTED TO THE POWER COMPANY BY THE REQUESTOR.

WHAT IS IT? The Polk County Building Division, in conjunction with Power Companies that allow TUG agreements, is providing builders with the ability to get a permanent electric meter installed as soon as the lintel or tie beam is poured on any concrete block structures. This eliminates the need for temporary poles on-site.

HOW DO WE PARTICIPATE? The builder must indicate at the time of permitting the desire to participate and sign a written agreement to follow certain guidelines and pay the \$35 fee. It is then up to the builder to make arrangements with the power company, provide the power company with a copy of the TUG agreement from the Building Division, and follow their guidelines to initiate the process.

WHEN CAN I CALL FOR INSPECTION? Once the block wall is in place and the lintel poured, the electrical contractor will permanently install the specified meter can along with the 120V and 240V GFCI receptacles (MAXIMUM OF 2). A TUG Service Inspection can then be scheduled. When the inspection is approved, a sticker will be placed on the meter can and the service will be released to the power company the next business day.

EQUIPMENT REQUIRED: A properly sized combination meter/panel is required. The service receptacles must be GFCI protected, in a weatherproof box with a weatherproof cover. The address must be posted on the panel and be visible from the street.

PROGRAM LIMITATIONS: Panel is to remain locked throughout the construction of the structure. Any and all damage to the meter and panel will be the builder's responsibility to repair. **NO OTHER CIRCUITS OR PANELS WILL BE ENERGIZED UNTIL A PRE-POWER ELECTRICAL INSPECTION IS APPROVED BY THE BUILDING DIVISION.** (Residential Building Contractors must have a Pre-Power Letter on file with Contractor Licensing).

WHEN CAN WE OCCUPY THE BUILDING? You must still schedule and pass final inspections and be issued a Certificate of Occupancy prior to occupying the building. Any violations of these requirements may result in the discontinuation of the participation in this program and possible disciplinary action.