



## COMMUNITY DEVELOPMENT DEPARTMENT

### Building Inspection Division

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# Authorization to Connect Utility Service

Policy and Procedure No.: **B-[08]-[26]**

[January] 2008

Listed below is the procedure to be followed when processing the Authorization to Connect form for the Building Inspection Division.

- The Building official will assign inspections when necessary. If a new tenant is occupying an existing space with no changes refer to *Certificate of Occupancy for Existing Tenant Spaces With No Change policy # B-[08]-[24]*. Any building inspector is authorized to sign this form. Permit Technician also has authority to sign on routine connections.

Authorization to connect Utility Service may be signed at the counter if condition (1) is met.

#### **CONDITION 1:**

- The structure has a valid building permit. Authorization to connect for house meter only.
- The business is office use only (non-medical) with documentation in the address file confirming the building's previous use was office space only and is non medical.
- Same business, new owner only.

**CONDITION 2:** Make an appointment to inspect the building when the following condition exists:

- The business intends to occupy an existing or already improved tenant space. The Occupancy Type and Use are the same with no changes shall also Comply with *Certificate of Occupancy for Existing Tenant Spaces With No Change policy # B-[08]-[24]*.

#### **CONDITION 3: Tenant Improvement Permit is required for the following type of work:**

- Interior or exterior tenant improvements
- Change of Occupancy Type and/or Use
- Interior and/or exterior disabled accessibility upgrades or modifications
- New business tenants relocating to a new "cold shell" building/tenant space (i.e., when a space is converted from unconditioned to conditioned area) or first time tenant improvement

Refer to Tenant Improvement Policy **B-[08]-[03]**

Use the attached checklist to assist you in determining what to look for. These are existing buildings and do not have to meet the current code unless it is a change of occupancy to a more restrictive use.

**TEMP POWER:** If a building inspector determines power is needed, but there are corrections or conditions, he or she will advise the "business" owner that a temp power permit is required. The building inspector will also advise the "business" owner that the "property" owner is to pull the permit and power will be connected under the property owners' name as a "B-saw" until corrections and/or conditions are met. The building inspector will not sign the Authorization to Connect form until corrections, conditions, and temp power permit are made.