



BUILDER'S ADVISORY

UTILITY CLEARANCES

As buildings approach the final completion stage, there may be questions regarding the procedure on how to obtain a clearance for utilities. The following is a list of options available to the developer/owner.

1. BY ISSUANCE OF THE CERTIFICATE OF OCCUPANCY (CofO)

The usual method is to obtain a Certificate of Occupancy. This is accomplished by requesting C of O inspections from all departments and obtaining their approval and final sign off. These phone numbers are located at the bottom of your job card. When all respective departments have signed off, the Certificate of Occupancy is issued and utilities (electric and gas) are cleared.

2. BY NECESSITY TO TEST FIRE ALARM MONITORING SYSTEM

In instances where the building is equipped with a fire alarm/sprinkler monitoring system, your Building Inspector has the option of clearing the building for "TESTING ONLY." This DOES NOT constitute occupancy clearance of any portion of the building. It is the owner's/developer's responsibility to ensure that occupancy does not occur until all department's requirements are met, and a Certificate of Occupancy is issued.

3. BY PROCESSING A TEMPORARY UTILITY BOND (TUB)

Sometimes utilities are needed early on projects for various reasons. Common examples include: a) Special equipment that requires gas and/or electricity for calibration or testing; b) Site conditions or project phasing that requires removal of temporary power for construction and some electrical service is required for the completion of construction; c) Conditions that would prohibit power for construction or testing from being delivered by temporary utility poles or a "piggy back" type meter setting, such as for tenant improvements; d) When accelerated construction schedules or unanticipated delays occur with utility authorities.

This can be accomplished by securing an electric or gas release inspection approval from your Building Inspector, and making application for a Temporary Utility Bond. If the project is not substantially complete or if the entire gas or electrical system is not complete, it will not be eligible for a TUB or for any portion of the system from being energized until made safe and approval is given by the Building Inspector. The inspector will verify that a lockout/tagout procedure and safety plan are in place, and any critical features are in place and approved.

The TUB option is for temporary periods of 60 to 90 days max. There is a refundable \$2,000 bond deposit required, and a non-refundable filing fee of \$487.

4. BY PROCESSING A TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)

See separate handout for the Temporary Certificate of Occupancy process and requirements. After the TCO is approved and issued, utilities are released.

5. BY REQUESTING A C OF O FOR UNITS/SUITES IN A MULTI-UNIT BUILDING

Every multi-tenant building receives occupancy and utility release for each unit. Units are released as Tenant Improvements are completed, or when a tenant wants to take occupancy of an existing unit with no improvements or changes. Also, prospective tenants should be advised to contact the Building Division about the C of O filing fee and requirements. All fees and requirements must be addressed before a utility clearance can be obtained. This can be accomplished by calling the Building Division at (951) 736-2250.

6. BY REQUESTING A HOUSE METER ONLY CLEARANCE

House meter “only” releases for security/site lighting or landscaping may be released by your Building Inspector after an electrical final or once otherwise substantially complete and made safe. Please schedule an electric release inspection and advise the inspector it is for the House meter only.

Questions concerning this policy may be directed to the City of Corona Building Division at (951) 736-2250. If your project entails unique circumstances or other conditions not described in this handout, please contact the Building Official or Deputy Building Official at the above number for assistance.