The following application is to be used for installation of any new electrical wiring, meters or fixtures when work is not done in conjunction with a new structure.

Electrical improvements such as addition, alteration, new service, repair, general electric, electrical meter/panel change out, low-voltage, and t-pole to any commercial, multi-family dwelling unit and single family dwelling unit. Types include elevators, exhaust fans, fixtures and outlets, floodlights over 30 amps, rated heat appliances, motors and generators, neon transformers and tubing, panel service, power transformers, ranges and ovens, refrigerator display cases, sign outlets, sub panel and meter, time clocks, washers, dryers, disposals, window HVAC outlet, x-ray and dental units.

**Step 1 - Verify allowance and standards:** It is recommended to contact the Building Division at 407.518.2120 to determine allowance and discuss applicable standards.

Please be sure to review all application and plan requirements to adequately determine what documents are necessary at time of submittal. If you are unsure or have questions regarding permits, please contact the Building Division at 407.518.2120.

**Step 2 - Application and Plan Requirements:** Complete the application in its entirety and create plan(s):

- Application for all projects are to include:
  - The 911 Address Notification form to create new addresses, change an existing address and to verify property addressing for a property;
  - If work is done by the owner, authorization and affidavit;
  - If work is conducted by a contractor, a recorded notice of commencement when construction value exceeds $2,500.00;
  - Disclosure statement when the owner/building wishes to install electric;
  - TUG (Temporary Underground) form to obtain a meter for electrical service;
  - T-Pole form for those who would like the ability to get temporary power for construction; and
  - Pre-Power form to test electrical systems prior to final inspection.
- FYI: the following trades require separate permit applications and fees to be filed with this Division by a licensed contractor: Mechanical, Electrical, Plumbing, Fire Alarm & Systems.

- Plan must include:
  - Property address;
  - Full construction detail of all work being done; and
  - Type and location of materials used.

**Step 3 - Submit:** Submit the application, associated documents and plans and review fees by one of the following ways:

- **In Person:** City Hall – Building Division, Suite 120, between the hours of 8 a.m. – 4 p.m. Monday - Friday
- **By Mail:** City of Kissimmee City Hall, 101 Church Street, Suite 120 Building Division, Kissimmee, FL 34741
- **By Email:** permitting@kissimmee.org. Once received, a technician will contact the applicant for credit card payment prior to processing the application.
**Step 4 – Staff Review:** Staff will review the proposed request for compliance with City standards and will offer any applicable comments.

**Step 5 – Permit Issuance and Construction:** Once approved, a permit is issued and construction can start.

**Step 6 - Inspection:** Schedule an inspection and obtain approval.

**Notes of Importance:**
- The application must be completed in its entirety and the permit review fee must be provided at time of submittal. Incomplete applications and failure to pay at time of submittal will not be accepted;
- Applicable standards are identified within the South Beaumont Historic Preservation District;
- All electrical must be in compliance with the National Electrical Code and the plans must identify the electrical supply location and method of getting power;
- If mechanical is proposed, it must be in compliance with the Florida Mechanical Code and the plans must identify the mechanical supply location and design methods. A Mechanical Permit Application must be submitted in conjunction with the requested electrical permit; and
- When a permit is obtained it requires a contractor to be registered and licensed.

These lists are to provide a general overview of the minimum requirements and are not intended to be all inclusive of all ordinance and codes. Not all possible applications of the requirements are discussed. For clarification of your individual circumstances or general questions, please contact the Building Division at 407.518.2120 or permitting@kissimmee.org. Please note: lack of information provided may constitute an incomplete submittal, thus delaying the review process.

### Project Progressive Review Time

<table>
<thead>
<tr>
<th>Project</th>
<th>Progressive Review Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Submittal of application and necessary documents</td>
<td>0-1 days</td>
</tr>
<tr>
<td>➢ Staff review *</td>
<td>0-1 day</td>
</tr>
<tr>
<td>➢ Permit issuance</td>
<td>0-1 day</td>
</tr>
</tbody>
</table>

**Approximate Time of Review Total** 0-2 days *

* *Estimations may vary. Review time is dependent upon request type, necessary revisions, resubmittals, and any other required documentation.*

### PLANS, DETAILS, AND SPECIFICATIONS

Electrical plans shall comply with the **2008 National Electrical Code** and shall include the following:
- Designer name, phone number, email, registration number, seal and signature shall be on all plans.
- Type, location, and capacity of all service equipment and method of connection to the electrical utility.
- Electrical load calculations.
- Voltage drop calculations (**2010 Florida Energy Code, Section 505.7.3**).
- Specifications for grounding electrode system and equipment grounding.
- Load calculations.
- Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment
- Electrical fixture specifications.
- Electrical panel directories schedules showing wattage or amperage and the number of active or branch circuits to be installed, and the number of spare or branch circuits for future use.
- Single-line wiring diagrams that indicate conductor gage, grounding conductor gage, and conduit size.
- Insulator type(s) and gage(s) of conductors for branch and feeders circuits and their prescribed use limitations.
- Conduit type(s) and size(s) and their prescribed use limitations.
- Identification of receptacles requiring ground-fault protection.
- Show means of disconnection and rating for the HVAC equipment, motors, generators, transformers and water heaters.
- The location of every proposed outlet, including switches, emergency lighting, and exit signs.
- The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator.
1. JOB ADDRESS:

2. PARCEL ID# (If no address is available):

3. RELATED BUILDING PERMIT #:

4. CONTRACTOR:

   ADDRESS: 
   CITY: 
   STATE: 
   ZIP: 
   PHONE #: 
   E-MAIL: 

5. PROPERTY OWNER:

   ADDRESS: 
   CITY: 
   STATE: 
   ZIP: 
   PHONE #: 
   E-MAIL: 

6. CONTACT (If different than above):

   ADDRESS: 
   CITY: 
   STATE: 
   ZIP: 
   PHONE #: 
   E-MAIL: 

7. TYPE OF ELECTRICAL PROPOSED (Check all that apply):

   - LOW VOLTAGE LABEL. (Installation of any new electrical wiring or fixtures when work is not done in conjunction with a new structure)
   - TEMPORARY POWER POLE (T-POLE). (A temporary power pole used to provide electric service to a commercial building that is under construction)
   - STAND ALONE. (Any electrical work performed not in conjunction with any other form of construction)
   - SUB-PERMITS. (Electrical improvements such as addition, alteration, new service, repair, general electric, electrical meter/panel change out, & low-voltage to any commercial, multi-family dwelling unit & single family dwelling unit. Types include elevators, exhaust fans, fixtures/outlets, floodlights over 30 amps, rated heat appliances, motors & generators, neon transformers/tubing, panel service, power transformers, ranges/ovens, refrigerator display cases, sign outlets, sub panel/meter, time clocks, washers, dryers, disposals, window HVAC outlet, x-ray and dental units)

8. UNIT TYPE (Check all that apply):

   - SINGLE FAMILY
   - MULTI-FAMILY
   - COMMERCIAL

9. SPECIFICATION TYPE (Identify the number of each electrical type proposed):

<table>
<thead>
<tr>
<th>No.</th>
<th>Specifications</th>
<th>No.</th>
<th>Specifications</th>
<th>No.</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elevators</td>
<td></td>
<td>Heat Appliance Rated &gt;25 KW</td>
<td></td>
<td>Ranges / Ovens</td>
</tr>
<tr>
<td></td>
<td>Exhaust Fans</td>
<td></td>
<td>Motors / Generators up to 3 HP</td>
<td></td>
<td>Refrigerator Display Cases</td>
</tr>
<tr>
<td></td>
<td>Fixtures &amp; Outlets</td>
<td></td>
<td>Motors / Generators 4-5 HP</td>
<td></td>
<td>Sign Outlets</td>
</tr>
<tr>
<td></td>
<td>Floodlights over 30 Amps</td>
<td></td>
<td>Motors / Generators 6-10 HP</td>
<td></td>
<td>Sub Panel / Meter</td>
</tr>
<tr>
<td></td>
<td>Heat Appliance Rated 1 KW</td>
<td></td>
<td>Motors / Generators &gt; 25 HP</td>
<td></td>
<td>Temporary Power Pole</td>
</tr>
<tr>
<td></td>
<td>Heat Appliance Rated 3-5 KW</td>
<td></td>
<td>Neon Transformers &amp; Tubing</td>
<td></td>
<td>Time Clocks</td>
</tr>
<tr>
<td></td>
<td>Heat Appliance Rated 6-10 KW</td>
<td></td>
<td>Panel Service 0-200 Amps</td>
<td></td>
<td>Washers / Dryers / Disposals</td>
</tr>
<tr>
<td></td>
<td>Heat Appliance Rated 11-15 KW</td>
<td></td>
<td>Panel Service up to 1,200 amps</td>
<td></td>
<td>Window HVAC Outlet</td>
</tr>
<tr>
<td></td>
<td>Heat Appliance Rated 16-25 KW</td>
<td></td>
<td>Power Transformers</td>
<td></td>
<td>X-Ray or Dental Units</td>
</tr>
</tbody>
</table>
10. DESCRIPTION OF WORK (Be specific):


11. ESTIMATED CONSTRUCTION VALUE (INCLUDE MATERIAL AND LABOR COST): $_____________________

IF CONSTRUCTION VALUE EXCEEDS $2,500.00, A NOTICE OF COMMENCEMENT MUST BE SUBMITTED PRIOR TO THE FIRST INSPECTION. FAILURE TO RECORD A “NOTICE OF COMMENCEMENT” MAY RESULT IN YOU PAYING TWICE FOR THE IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR “NOTICE OF COMMENCEMENT”.

NOTICE: SEPARATE PERMITS ARE REQUIRED FOR FIRE SYSTEMS, ALARMS, SPRINKLER SYSTEMS, PLUMBING WORK, IRRIGATION, GAS, LOW-VOLTAGE, GREASE TRAPS, MECHANICAL WORK, ELECTRICAL WORK, SIGNS, POOLS, FENCES, SCREEN ROOMS, AND OTHER ACCESSORY STRUCTURES. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OF ISSUANCE, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED, AT ANY TIME, FOR A PERIOD OF 6 MONTHS AFTER WORK IS COMMENCED.

12. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I further certify that no work has been commenced prior to the issuance of the permit, and that all work will conform to the applicable laws of construction under this jurisdiction.

_________________________________ _________________________________ ___/___/___
Contractor Printed Name Signature of Contractor    Date

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by ______________________(Name of person acknowledging). He/she is personally known to me or has produced (type of identification) __________________________ as identification.

________________________________________
Notary Public – State of ________________________, _________________________ County    My Commission Expires: _______________

_________________________________ _________________________________ ___/___/___
Owner Printed Name Signature of Owner    Date

The foregoing instrument was acknowledged before me this __________ day of _______________, 20________ by ______________________(Name of person acknowledging). He/she is personally known to me or has produced (type of identification) __________________________ as identification.

________________________________________
Notary Public – State of ________________________, _________________________ County    My Commission Expires: _______________

FOR OFFICE USE ONLY

Accepted By: Reviewed By: District:  
Date: Date:  HD  D-CRA  V-CRA  N/A

Application Fees

Base Permit Fee: Review Fee: Balance Due:
ADDRESS NOTIFICATION
Osceola County Sheriff’s Office
911 Addressing
1 Courthouse Square, Suite 1400, Kissimmee, Fl 34741
Phone: (407) 742-5911 Fax: (407) 742-5912
911addressing@osceola.org

<table>
<thead>
<tr>
<th>Tax Parcel #R</th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Property owner of record or previous owner if recently purchased:

<table>
<thead>
<tr>
<th>Resident of property, if different from above:</th>
<th>Telephone Number:</th>
</tr>
</thead>
</table>

Please check all boxes that apply:

- [ ] New Issue
- [ ] Change of Address
- [ ] Verification of Existing
- [ ] Single Family Unit
- [ ] Multi-Family Unit
- [ ] Corner Lot
- [ ] Additional / Multiple Address

Street structure faces: __________________________

Applicant’s name: _______________________________

Phone #: __________________________ Fax #: ________

Cell #: __________________________ Email: ________

Applicant’s Signature __________________________ Signature indicates applicant has read & understands section 8 of County Ordinance 04-47

FOR COUNTY 911 USE:

<table>
<thead>
<tr>
<th>Current address in use:</th>
<th>New issued address:</th>
</tr>
</thead>
</table>

Comments: __________________________

Date: __________________________ Issued By: __________________________

In order for the above issued address to become effective, please notify the Post Office. An issued physical address does not change your mailing address if you are using a Post Office Box. County Ordinance 04-47 requires the posting of your address, using arabic numbers.

**RESIDENTIAL:** Must be no less than 3 inches in height and ½ inch in width.

**COMMERCIAL:** Must be no less than 6 inches in height and ½ inch in width.

*(SEE ORDINANCE NEXT PAGE FOR PROPER POSTING OF BUILDING NUMBER(S))*

CONTROL # __________________________

Retain this Copy for your Records
PLEASE POST YOUR BUILDING NUMBERS  
IN ACCORDANCE WITH SECTION (8) OF COUNTY ORDINANCE 04-47  
AN ORDINANCE ESTABLISHING A UNIFORM NUMBERING SYSTEM

SECTION 8. STANDARDS FOR NUMBERING STATES:

All principal buildings shall have the assigned building number properly displayed whether or not mail is delivered to such building. Numbers need not be displayed on accessory buildings. Physical numbering shall conform to the following standards:

(1). Numbers must be clearly visible and legible from the public or private way on which the building fronts in accordance with Florida Fire Prevention codes and this ordinance.

(2). Numbers must be in a color contrasting to the building background.

(3). Where applicable, easily legible numbers shall also be affixed to the mailbox serving the building or house.

(4). Assigned numbers shall be displayed on the front entrance of each principal building and, in the case of a principal building which is occupied by more than one business or family dwelling unit, on each separate front entrance.

(5). Separate unit numbers must be displayed on the individual dwelling entrances of a multistory building. At no time will unit numbers that are unauthorized addresses be displayed on the exterior building. Individual unit numbering shall not exceed (3) numbers, and shall be displayed in a manner that clearly distinguishes it apart from the building number.

(6). Any different numbers which might be mistaken for or confused with the number assigned in accordance with the “Numbering System” shall be removed upon proper display of the assigned number.

The proper display of your location address will be greatly appreciated. It will aid Emergency Services such as Law Enforcement, and Fire and Rescue in locating you.
This form is required to be completed by owners of the property who wish to build their own structure. Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities. Owners must personally appear at the Building Division to sign this document. By signing this affidavit, you attest that:

| Initials | I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license. |
| Initials | I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility. |
| Initials | I understand that, as an owner-building, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contracts. |
| Initials | I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is old or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for the sale or lease, which violates this exemption. |
| Initials | I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction. |
| Initials | I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the person whom I employ have the licenses required by law and by city ordinance. |
| Initials | I understand that it is frequent practices of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner’s insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property. |
| Initials | I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers’ compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk. |
| Initials | I agree that, as the partly legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes and zoning regulations. |
| Initials | I am aware of construction practices and I have access to the Florida Building Code. |
| Initials | I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at [www.myflorida.com/dbpr/pro/cilb/](http://www.myflorida.com/dbpr/pro/cilb/) for more information about licensed contractors. |
| Initials | I am aware of, and consent to; owner-builder building permits applied for in my name and understand that I am the partly legally and financially responsible for the proposed construction activity at the address listed below. |
| Initials | Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a compliant. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage. |

I do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

<table>
<thead>
<tr>
<th>Printed Name of Owner</th>
<th>Signature of Owner</th>
<th>Date</th>
</tr>
</thead>
</table>

Driver’s License #

Address of Subject Property

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a $1,000.00 fine in additional to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.
NOTICE OF COMMENCEMENT

THIS DOCUMENT MUST BE COMPLETED WHEN CONSTRUCTION VALUE EXCEEDS $2,500.00

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

This instrument prepared by:

<table>
<thead>
<tr>
<th>Permit #</th>
<th>Parcel ID#</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

State of Florida County of Osceola

1. Legal description of property (Street address if available):

2. General description of improvement(s):

3. Owner Information: a. Name:
   - a. Address: City: State: Zip:
   - b. Interest in property:
   - c. Name and address of fee simple titleholder (if other than Owner):

4. Contractor Information: a. Name:
   - b. Address: City: State: Zip:
   - c. Phone #: Fax #:

5. Surety Information: a. Name:
   - b. Address: City: State: Zip:
   - c. Phone #: Fax #:
   - d. Bond amount:

6. Lender Information: a. Name:
   - b. Address: City: State: Zip:
   - c. Phone #: Fax #:

7. Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by section 713.13(1)(a)7, Florida Statutes:
   - a. Name:
   - b. Address: City: State: Zip:
   - c. Phone #: Fax #:
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor’s Notice as provided in Section 713.13(1)(b), Florida Statutes:

<table>
<thead>
<tr>
<th>a. Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Address:</td>
</tr>
<tr>
<td>c. Phone #:</td>
</tr>
</tbody>
</table>

9. Expiration date of Notice of Commencement (the expiration date is one (1) year from the date of recording unless a different date is specified). Expiration Date:

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

___________________________________________
Signature of Owner or
Owner’s Authorized Officer/Director/Partner/Manager

Print Name and Provide Signatory’s Title/Office

State of _____________________

County of ____________________

The foregoing instrument was acknowledged before me this __________ day of _____________, 20________ by _______________________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________________ as identification, and _________ did take an oath _________ did not take an oath.

__________________________________
Notary Public State of Florida at Large

My Commission Expires: _______________

NOTE TO OWNER: Your failure to record a notice of commencement may result in your paying twice for improvements to your property. A notice of commencement must be recorded and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.
DISCLOSURE STATEMENT FOR OWNER / BUILDER

This form must be completed if the owner wishes to install the electric

Date: ___________________________

Address: _________________________

Owner Name: _____________________

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction of which is under $25,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

I have read and understand the provisions of Florida Statute 489.503 that permits an owner to act as their own electrical contractor. I will familiarize myself with the 2008 edition of the National Electrical Code and associated City Amendments, to insure that all work will be performed properly. In the event that I am unable to comply with this provision, or cannot complete the work as required, I will hire a licensed contractor to complete the job in strict compliance with the City of Kissimmee Ordinances. My signature certifies that I agree to these provisions and will comply with the requirements of Florida Statute 489.503.

Printed Name of Owner ______________________________ Signature of Owner ______________________________

The foregoing instrument was acknowledged before me this ________ day of ______________, 20______ by ____________________________ (Name of person acknowledging). He/she is personally known to me or has produced (type of identification) ____________________________ as identification.

Notary Public – State of __________________________, ________________ County

My Commission Expires: ________________
What is it?  The City of Kissimmee Building Division, in conjunction with the Osceola County Building and Development Department, Home Builders Association, Kissimmee Utility Authority and Florida Power Corporation have been working on a program to provide contractors with the ability to get a permanent meter installed as soon as the lintel or tie beam is installed on any concrete block buildings. This eliminates the need for temporary poles on sites and also allows for permanent power to the structure prior to securing a final inspection and Certificate of Occupancy.

How do we participate?  The Contractor must indicate at the time of Permitting his or her desire to participate and sign a written agreement to follow certain guidelines. It is then up to the Contractor to make prior arrangements with the Power Company with a copy of the TUG agreement from the Building Division, and follow their guidelines to initiate the process.

If I have already applied for my permit, can I still participate in the program?  You can still participate, providing you have not already had a Temporary Pole installed, inspected and energized, and you submit a signed TUG agreement to the Building Division. You must also comply with all the requirements of the program.

When can I call for an inspection? Once the block wall is in place and the lintel is poured, the Electrical Contractor will permanently install the specified meter can and panel along with any 110 and 220 GFCI protected receptacles that are needed. You will then call the Building Division for a TUG Service Inspection. A blue sticker will be placed on the panel when approved for temporary power by your inspector. The utility company will be notified for power approval. You must have an active account set up with Kissimmee Utility Authority 407-933-7777.

Program limitations. The panel is to remain located throughout the construction of the structure. Any and all damage to the meter and panel will be the Contractor’s responsibility to repair. No other circuits or panels will be energized until a Pre-power or Final Electrical inspection is performed and passed. Any unauthorized wiring to this panel or sub-panels will result in termination of electrical service to the building.

What is needed to energize the entire building? The building must have passed the normal electrical rough-in inspection. All panels and branch circuit conductors must be terminated. The building must be substantially completed and ready for either a Pre-power or Final Inspection. You will then call for an inspection and an orange inspection sticker will be placed on the panel when approved by your inspector. Your electrical contractor can then energize the entire building.

When can we occupy the building? The building is fully energized prior to a Certificate of Occupancy being issued in order to allow the contractor to check all electrical work and check all the building systems. You must call for your final inspections and be issued a Certificate of Occupancy prior to any occupancy of the building. The Power Company will be notified with a Certificate of Occupancy is issued and it is up to the Contractor to have the billing switched over into the Owner’s name.

On this date, _____________________ I, ________________________________________ am making application to participate in the City of Kissimmee Building Division’s TUG Program for the following property_________________________________________, under Permit #_________________. I have read and understand the program requirements and fully agree to comply with those requirements. I agree to keep the electrical panel locked at all times during construction, and to not energize any additional circuits or panels without specific written permission from the Building Division. I further understand that any violations of these requirements may result in the discontinuation of participation in this program and possible disciplinary action against my Contractor’s license.

____________________________________________
Signature of Contractor
## PRE-POWER FORM
Request for electrical power in order to test systems prior to the Final Inspection

<table>
<thead>
<tr>
<th>Construction Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is mutually agreed by all parties signing this request that the electrical power will be discontinued <em>without notice</em>, if the building is opened to the general public or occupied prior to all City Final Inspections and the issuance of a Certificate of Occupancy by the City of Kissimmee.</td>
</tr>
</tbody>
</table>

The undersigned Master Electrician certifies that they wiring apparatus and fixtures of the entire building are in such condition that electrical current may be safely connected in order to finish construction, but is not certifying that the systems are in such condition for the building to be safely opened to the general public or to be occupied.

<table>
<thead>
<tr>
<th>Printed Name of Master Electrician</th>
<th>Signature of Master Electrician</th>
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<table>
<thead>
<tr>
<th>Printed Name of General Contractor</th>
<th>Signature of General Contractor</th>
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