Utility Release Timeframe:

Day 1: Step #1-The inspection is called in.

Step #2-The inspector performs the inspection and leaves a copy of the inspection sheet on the job-site. If the inspection was not approved, you must perform the corrections listed on the inspection sheet and call for re-inspection.

Step #3-When the inspector returns to the office that afternoon, he turns his inspection sheets in.

Day 2: Step #4-The support staff in the office creates a list of all approved inspections which require our release for utility service.

Step#5-The support staff contacts each utility company and gives them the addresses for which inspections have been released for service.

Step #6- The utility company will activate service at their earliest convenience when you notify them that you are ready. You must call and notify them that you are ready even if we have released service.

Please check the job-site for the inspection sheet prior to calling the Codes Administration Department to check the status of your utility release. If the inspection sheet indicates that the inspection was approved, there is no need to call Codes Administration. Unnecessary calls may slow down the release process by keeping the support staff from calling the utility companies.