

# TEMPORARY UTILITY CUT-IN REQUEST/AGREEMENT

COMMERCIAL UTILITY CONNECTION FOR OCCUPANCY PERMITS

CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE

300 N. 10TH STREET • P.O. BOX 1471 • BATON ROUGE, LA. 70802 • VOICE: (225) 389-3233 • FAX: (225) 389-3249

Date: \_\_\_\_\_

Building Official  
City-Parish Inspection Division  
300 North 10th Street  
P.O. Box 1471  
Baton Rouge, LA 70821

Re: \_\_\_\_\_ (name of project) \_\_\_\_\_ (project no.)  
\_\_\_\_\_ (address)

We hereby request ( Electrical;  Gas) temporary approval of utility connection for subject project for \_\_\_\_\_ days(30 days maximum) , for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

It is our understanding that permission for temporary approval of utility connection is only for the convenience of the contractor to finalize the building and **that there shall be no occupancy by the owner or tenant.**

We understand that all temporary approval of utility connection shall be discontinued by \_\_\_\_\_ (date) , unless all required final inspections have been obtained, a Certificate of Occupancy is issued by the Building Official, and permanent arrangements have been made with the utility company by the owner or occupant of subject building.

Should this request be granted, we agree to indemnify and hold the City of Baton Rouge, the Parish of East Baton Rouge and the utility company(s) harmless from any responsibility resulting from the allowance of temporary approval of utility connection.

\_\_\_\_\_  
(Owner - print or type)

\_\_\_\_\_  
(Signature)

## TEMPORARY UTILITY CONNECTION

Temporary approval of utility connection will be considered on an "as needed basis", such as hardship conditions pertaining to the installation of elevators, testing of mechanical equipment, poor weather conditions that would enable the installation of suspended ceiling tiles, wood cabinets or floors. The degree of job completion will be contemplated. For example, an incomplete fire wall, fire rated partition or outstanding code compliance item would be considered unacceptable or not substantially complete for a hardship case cut-in.

## INSTRUCTIONS

The following items shall be required before the utility company will be notified regarding temporary approval of electrical and/or gas cut-ins for new residential, commercial construction, remodeling and/or additions to existing structures.

- (a) Residential Construction: a TEMPORARY UTILITY CUT-IN REQUEST/AGREEMENT FORM (Residential) shall be signed and submitted by the Owner. The form may be obtained, upon request, from the Inspection Division Record Room. Upon approval of the request, the Authorized Representative shall complete the cut-in information.
- (b) Commercial Construction: TEMPORARY UTILITY CUT-IN REQUEST/AGREEMENT FORM(Commercial), shall be obtained from and submitted to the Inspection Division Record Room.
- (c) The OFFICIAL CERTIFICATE OF ELEVATION must be submitted and approved by the Record Room .
- (d) If the final electrical inspection has not been approved at the time of the request for temporary cut-in, the PROJECT'S LICENSED ELECTRICAL CONTRACTOR shall purchase a Temporary Electrical Cut-In Permit, allowing the electrical inspector to perform the required temporary cut-in inspection.
- (e) If the gas and final plumbing inspection has not been approved at the time of request for temporary gas service, the PROJECT'S LICENSED PLUMBING CONTRACTOR shall purchase a Gas Test Permit, allowing the plumbing inspector to perform the required inspection.
- (f) The BUILDING, PLUMBING and HEATING & AIR CONDITIONING CONTRACTORS must have purchased all required permits and shall notify the appropriate sections of the Inspection Division to request the required temporary cut-in inspection and their approvals.
- (g) The "Temporary Utility Cut-In Request/Agreement" form must be legible in the event of a facimile transmission.

### Special Notes to Applicant:

- (1) No wires shall be exposed, all receptacles and switches installed, etc.
- (2) All plumbing lines opening into building to be cut-in shall be capped.
- (3) Switch gear and breaker panel rooms must be clean, orderly and locked, with only the project's licensed electrical contractor having access to these panels.
- (4) All temporary utilities will be called-in to the appropriate utility company, by the Inspection Division personnel, and cut-in under the name of the project's general contractor and not the owner or tenant.
- (5) The Authorized Representative will consider the degree of completeness, especially with regards to safety items, i.e., items that are found in the Life Safety Code (National Fire Protection Association) as well as Standard Building Code and that are not compliant on the job.
- (6) Upon approval of temporary utility connection, the Owner shall be mailed his completed portion of the TEMPORARY UTILITY CUT-IN REQUEST/AGREEMENT.