



June 10, 2015

MEMORANDUM

Bulletin E-01-15

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Re: **Emergency JEA Power Reconnection**

In order to minimize the risk and liability to our customers, effective July 1, 2015, the following are the only two options available for approval of emergency power reconnection (install meter or reconnect lines) during our inspector's working hours (M-F, 7:00am – 3:30pm, except holidays).

The first method will be to deliver via email, fax, or in person a "Temporary Service Letter for Emergency JEA Reconnect" (see attached) to the Electrical Department **before 3pm**. This is a new form to be used for this situation only. This form does not take the place of the existing Temporary Service Letter (TSL) form for new construction. This new form must be filled out completely and notarized. The Building Inspection Division's electrical supervisors' phone numbers, emails and fax number are located at the bottom of the form for your use. If faxed, you may want to follow up with a phone call.

The second method is to pay for a same day or after hour's inspection. The fee for this is currently \$97.51 per hour and it is subject to change. This fee is required to be paid before 2pm and coordinated with the Electrical Department. With this method we will do an inspection and contact JEA to restore the power if it passes the required inspection. The earlier you let the Electrical Department supervisors know about this inspection the greater the chance we will have to get an inspector to go by and do the inspection that day. You will need to make sure an electrical supervisor can set up the inspection, then pay for the inspection and confirm payment back to the supervisor.

For other afterhours or weekend emergencies where we are not available to make an inspection, you have to contact JEA directly. It is still required by JEA that the electrician remain on the site until JEA is called back out by the electrical contractor and re-energizes the service. An active electrical permit or the temporary tag (T-Tag) is still required. The T-Tags are green emergency stickers that are sold by our department. It will need to be filled out and placed on the side of the meter can. JEA locks on meters are removed by JEA. Please do not call us to have JEA locks removed.



Permit number _____

**BUILDING INSPECTION DIVISION
CITY OF JACKSONVILLE, FLORIDA**

Temporary Service Letter for Emergency JEA Reconnect

I respectfully request that temporary power for the address listed below be restored. I acknowledge by my notarized signature below that I will be responsible for anything that may occur due to the energizing of the service prior to the final electrical inspection.

Address of repair _____

Nature of repair _____

Required action from JEA: (please check one below)

Re-tap at JEA pole Re-tap at the building Replace meter

Re-tap at transformer. What is the transformer number? _____

Replace line drop. How long is the line drop in feet? _____

Company Name _____

Contact person _____

Telephone Number (____) _____ Fax number (____) _____

Email address _____

Qualifying agents name (print) _____

Qualifying agents Signature _____ Date _____

Before me this _____ day of _____ In the County of Duval,

State of Florida has personally appeared (print) _____

Herein by himself/herself and affirms all statements and declarations herein are true and accurate.

Notary signature _____

Notary Public at Large, State of _____, County of _____

Personally known _____ ID _____

Electrical Department contacts: We prefer that you email this form to all three of us. Jimmy Douglas, Electrical Dept. Supervisor 904-255-8567 jdouglas@coj.net Rick Taylor, Assistant Electrical Dept. Supervisor 904-255-8565 rataylor@coj.net Ricky Smith front Counter 904-630-1100 opt.4 rickys@coj.net fax 904-255-8553