

## **Electrical Service Permit Procedures for Streetlighting and Traffic Signal Controllers at the Time of Construction**

### ***Obtaining an Electric Service Permit at the Time of Construction***

Prior to beginning construction on the street lighting control center, the contractor is required to apply for an Electric Service Permit (Commercial Building Permit Application) from the City of Overland Park Planning and Development Services Department. Chryste McDaniel is the contact person at the front counter. The contractor will not be required to pay a fee as long as it is for a City project.

The form needs to be picked up and filled out and returned to the Planning and Development Services Department counter in City Hall. See the attached form.

The contractor will have to complete all sections.

In Section 1, insert the controller address with the proper LC, SC, etc. extension where it says "Project Address".

In Section 2, he should check the box for "Other" and indicate "street light controller, 100 Amp" or "traffic signal controller, 30 Amp". The "Project Valuation" should be \$5,000 for a street lighting controller and \$10,000 for a traffic signal controller.

In Section 3, complete as indicated

Planning and Development Services, (Chryste McDaniel) will then check to see if the contractor is licensed in Johnson County and if the controller address is in the Tidemark system. If the contractor is not licensed in Johnson County or the address is not in the Tidemark system, the contractor will not be able to pull the permit. If everything does pass, an electrical services permit will be issued with a permit number.

The permit should be taped to the exterior of the cabinet once it is installed.

A separate form will have to be filled out for each electrical service that is to be installed. For example, if the project requires five traffic signal controllers and four street lighting controllers, the contractor will have to complete nine forms and obtain nine different permits.

### ***Requesting Power at the Time of Construction***

Once the controller is installed and ready for power, the inspector inspects the installation, including proper grounding and fills out a "Planning & Development Services Department Building Safety Inspection Record".

The inspector is required to list the following information on the top portion of the Inspection Record form:

- Project Location / Controller Address
- Date Inspected

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- Type of Service
- Permit Number
- Inspector Name
- Results of the Inspection

In the comments section, the inspector should list the amperage of the cabinet, (100 Amp for street lighting controllers and 30A for traffic signal controllers).

The inspector will complete the form and return it to Chryste McDaniel at the Planning & Development Department counter.

Following receipt of the appropriate Inspection Record form, Chryste McDaniel will fax and mail a Service Clearance notice to KCP&L, ATTN: Shirley Owen, Daryl Wommer and Gary Price. Gary Price will then coordinate a truck to come out to the site with a meter install.

Please allow at least two weeks for power. Therefore, the inspector will have to inspect the cabinet, complete the inspection record and have Chryste McDaniel fax it to all parties at least two weeks in advance of the date you desire to have a turn-on.

Gary Price still wants the inspector to contact her after Chryste faxes the Clearance Notice to him. The telephone call from the inspector will give her a “heads up” to look for the fax notice. But the fax notice is the tangible document she wants for his records.