

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUG WISE
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: TEMPORARY UNDERGROUND (TUG) SERVICE
PPM #: PB-O-130

ISSUE DATE
May 9, 2019

EFFECTIVE DATE
May 9, 2019

PURPOSE:

To establish a uniform policy and procedure for permitting and inspecting temporary underground electric service for 1 and 2 family dwellings and fee simple townhouses.

UPDATES:

Future updates to this PPM are the responsibility of the Deputy Building Official and/or Assistant Deputy Building Plan Review under the authority of the Director of the Building Division

AUTHORITY:

- The Florida Building Code (FBC), Section 105.1, as may be amended
- Palm Beach County Amendments to the Florida Building Code, Chapter 1, Administration, Section 104.1, as may be amended
- The Florida Building Code (FBC) Chapter 33, as may be amended
- NFPA 70 and NFPA 241-13
- Building Division policy and procedure

POLICY:

1. TUG participation is only allowed for new construction of 1 and 2 family dwellings and fee simple townhouses, unless otherwise approved by the Building Official. Participation in the TUG program is a privilege, not a right. Participants are subject to the approval of the Building Official.
 - a. At the time of submittal for building permit application, any person who wishes to participate in the TUG program may submit two copies of the TUG agreement form attached hereto as **Attachment A**.
 - b. Building Division staff shall follow the guidelines outlined in this PPM. Any deviations from this policy must be approved by the Building Official.

c. If in the opinion of the Building Official an applicant has failed to safeguard persons and property during construction as required by NFPA 241-13 and Chapter 33 of the Florida Building Code, the applicant may have their TUG privileges suspended or denied.

RESPONSIBILITIES:

1. Permit Center Staff is responsible for intake of permit applications and TUG Agreement Forms and issuing permits and sub-permits.
2. Plan Review Staff is responsible to confirm which contractors are in good standing and eligible to participate in the TUG program.
3. Electrical Inspection Staff is responsible for confirming TUG installations and affixing appropriate electrical labels during the inspections process.
4. The Chief Electrical Inspector is responsible for resolving issues identified by Electrical Inspection Staff during the TUG inspection process.
5. Inspections Scheduling Staff is responsible for monitoring TUG inspections and issuing power releases.

PROCEDURE:

Permit Center Staff

1. A contractor who wishes to participate in the TUG program must submit two copies of the TUG Agreement Form (Attachment A) at time of application submittal. The agreement shall be secured to both the field set and record set of plans. Permit intake staff is not responsible for determining which contractors are eligible and should accept agreements without question, providing the proposed construction is a new single-family dwelling and the agreement has been filled out correctly.
2. Before Permit Center Staff issues the electrical sub-permit, they shall confirm the permit further description includes **SFD with TUG, DUPLEX with TUG, or TOWNHOUSE with TUG**, the sub-permit type authorized on the sub-permit screen is **General Electric with TUG**, and the electrical contractor is the same contractor the plans examiner has typed in the Comments on the sub-permit screen. Any deviations should be brought to the attention of your supervisor prior to issuing the sub-permit. The supervisor will contact the Plans Examiner or Plan Review Supervisor to determine if the sub-permit may be issued.

Plan Review Staff

1. When SFD plans have a TUG agreement, the electric plans examiner should consult their supervisor to confirm the contractor is in good standing and may participate in the TUG program. Participation in the TUG program is a privilege, not a right. Participants are subject to the approval of the Building Official. When TUG participation is approved, the following steps are required:
 - Include in the EPZB Scope of Work the applicable further description **SFD with TUG; DUPLEX with TUG, or TOWNHOUSE with TUG**.
 - For the electric sub-permit select **General electric with TUG**;
 - On the sub-permit screen, enter the Electrical Contractor's name from the TUG Agreement form in the comment box.

2. If it is determined the applicant may not participate in the TUG program, the plans examiner should notify the applicant by sending comments. If the comments are not satisfied, the plans examiner should note on the TUG agreement form that it is denied and retain it with the office set of approved plans.
3. The Assistant Deputy of Plan Review, with input from the Chief Electrical Inspector, will maintain a list of contractors disqualified or removed from the TUG program in the TUG folder located on the U:\ Drive.

Electrical Inspections

(220) Rough Electric with TUG Inspection

1. For residential dwelling permits that have a further description **SFD with TUG, DUPLEX with TUG, or TOWNHOUSE with TUG** the electric sub-permit should be issued as **General Electric with TUG**. Inspection of the TUG service is not a separate inspection. The **(220) Rough Electric with TUG** inspection will be a normal rough electric inspection and include inspection of the TUG Service.
2. The inspector will confirm installation of the specified meter can, along with the exterior main service disconnect panel. Receptacles that are needed for construction, either 120 volts and/or 240 volts must be installed next to or below the service panel. Other than approved temporary, no other feeder conductors may be terminated on any breakers in the panel at time of inspection.
3. When the electrical inspector has passed the **(220) Rough Electric with TUG** inspection, a Red electrical hazard label, **Attachment B**, should be signed, dated, and affixed to the panel.
4. The electrical inspector should remark a passed **(220) Rough Electric with TUG** inspection: **"TUG Approved, Release *1 Meter."** (Number of meters may vary)
5. If the electrical inspector observes that the contractor is not complying with the TUG agreement requirements after TUG service is energized, they should advise the contractor and leave a correction notice if necessary. The inspector should also notify the Chief Electrical Inspector.

(214) Residential Electric Power Release Inspection

1. Before the contractor may energize the building, a **(214) Residential Electric Power Release** inspection must be scheduled and passed.
2. When the 214 inspection has passed, the electrical inspector should sign, date, and affix the Green Electric Energized label, **Attachment C**, to the electric panel.

(203) Final Electric Inspection

1. When construction has been completed, a **(203) Final Electric** inspection must be scheduled and passed before the C.O. will be issued.

Chief Electrical Inspector

1. If an inspector has notified the Chief Electrical Inspector that a contractor is not complying with the TUG Agreement, the Chief Electrical Inspector will request a meeting with the contractor to discuss and resolve issues.
2. In extreme cases in which the Chief Electrical Inspector is unable to reach a satisfactory resolution with the contractor, the Chief Electrical Inspector will notify the Building Official. The Building Official has the authority to request the power company to disconnect power and/or have the contractor removed from the TUG program.

Inspections Scheduling

Power Release

1. Staff will monitor **(220) Rough Electric with TUG** inspections on a daily basis. When a 220 inspection has passed and the electrical inspector has entered a remark “**TUG Approved, Release *1 Meter,**” staff should confirm the permit further description is **SFD with TUG, DUPLEX with TUG, or TOWNHOUSE with TUG** and contact the power company. When releasing to the power company, staff should identify as “**Release *1 meter for temporary underground**”.
(*Number of meters may vary)



DOUG WISE
BUILDING DIVISION DIRECTOR

Supersession History

1. PPM#PB-O-130, effective 3/5/2018
2. PPM#PB-O-130, effective 5/9/19

ATTACHMENT A

Temporary Underground (TUG) Agreement Form



PALM BEACH COUNTY BUILDING DIVISION
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: 561-233-5000

Temporary Under Ground (TUG) Program Agreement Form

Application Number: PR-_____

Job Address: _____

Name: _____

I am making application to participate in the Building Division's TUG Program. I have read and understand the program requirements and fully agree to comply with those requirements. I agree not to 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 my participation in the TUG Program and possible disciplinary action against my Contractor's License.

I understand and agree to hold Palm Beach County and their officers and employees harmless for all claims, damages, losses, and expenses that I may incur (including, but not limited to, fees and charges of attorneys or other professionals and court and arbitration or other dispute resolution costs) arising out of or resulting from the failure by myself or my Contractor, or any person or organization directly or indirectly employed by myself or my Contractor, to perform consistent with the TUG Program, or arising out of or resulting from damage to property due to the negligence or willful misconduct of myself or my Contractor.

Print Name of Company

Print Name of Contractor

Contractor License Number

Signature of Contractor

Acknowledged before me on ____/____/20 ____

by _____
who is personally known to me/who produced:

as identification and who did not take oath.

State of _____

County of _____

Notary Public Signature

Seal

Print Name of Electrical Contractor Company

Print Name of Electrical Contractor

Contractor License Number

Signature of Contractor

Acknowledged before me on ____/____/20 ____

by _____
who is personally known to me/who produced:

as identification and who did not take oath.

State of _____

County of _____

Notary Public Signature

Seal

TUG: TEMPORARY UNDER GROUND PROGRAM REQUIREMENTS

What is TUG? Permission to install a meter connection intended as a future permanent service to a residential single-family dwelling structure. This eliminates the need for temporary poles on sites and allows power to be released to the TUG meter connection after passing the **(220) Rough Electric with Tug Inspection**. Permanent power connection is allowed after passing the **(214) Electric Power Release Inspection**, after passing all required inspections, including the **(203) Final Electric Inspection**, and subsequently obtaining the Certificate of Occupancy.

How do we participate? The TUG Program is currently only allowed for single-family dwellings with underground service. Application does not ensure approval. Tug participation is a privilege, not a right, and subject to approval of the Building Official. The contractor must indicate at the time of permit submittal his or her desire to participate and sign the written agreement to follow certain guidelines. After the permit has been approved and issued, it is then the contractor's responsibility to make prior arrangements with the power company, provide the power company with a copy of the TUG Program agreement, if required, and follow the power company's guidelines to initiate the process.

If I already applied for my permit, can I still participate in the program? No. The current policy requires that the TUG agreement be submitted at the time of building permit submittal. Two copies of the TUG Program agreement are required; one copy should be an original.

When can I call for Inspection? When the roof is dried in and passed inspection, the electrical contractor may permanently install the specified meter can along with the exterior main service disconnect panel. Receptacles that are needed for construction, either 120 volts and/or 240 volts must be installed either next to or below the service panel. The "TUG Service Inspection" is **not** a separate inspection; the TUG service will be inspected as part of the normal **(220) Rough Electric with Tug Inspection**. When the **(220) Rough Electric with Tug Inspection** has passed, the Electrical Inspector will place an inspection sticker on the meter can, and the Building Division will contact the power company to release TUG power. The general contractor must notify the power company when the service lateral has been installed. The main service disconnect panel shall be secured with a locking device; such locking device shall be under the control of the electrical permit qualifier.

What are the program limitations? Any damage to the meter and panel will be the contractor's responsibility to repair. No other circuits or panels may be energized until the Palm Beach County Building Division Electrical Inspector performs and passes a **(214) Electric Power Release Inspection**. Failure to comply with these requirements may result in disconnection of power and removal of the contractor from the TUG program.

What is needed to energize the entire building? The building's electrical system must be completed and ready for a **(214) Electric Power Release Inspection**. At time of inspection, all panels, feeder conductors, and branch circuit conductors (except for service feeder conductors to the load side main service disconnect) must be connected to equipment or terminated in a safe manner. When the **(214) Electric Power Release Inspection** is approved by the inspector, a sticker will be placed in the front of the inside panel cover of the service panel authorizing the electrical contractor to energize the building. The electrical contractor would then terminate the service entrance conductors on the load side of the main breaker in the service panel and energize the entire building's electrical system.

When may we occupy the building? Occupancy is prohibited without a Certificate of Occupancy (CO). To obtain a CO, all required final inspections must be scheduled and passed, including the **(203) Final Electric Inspection**.

Effective 3/5/18

ATTACHMENT B

Red Electrical Hazard Label

**DANGER: ELECTRICAL HAZARD
PELIGRO: RIESGO DE ELECTROCUCIÓN
ELECTRIC SERVICE ENERGIZED
*THIS PANEL MUST REMAIN LOCKED***

Inspected & Released for connection by Utility Co.
TEMPORARY USE ONLY



Palm Beach County TUG Program

Note: Before the building may be energized, a (214) Electrical Power Release inspection must be scheduled and passed

Permit # _____ Date _____

Inspected by _____

ATTACHMENT C
Green Electric Energized Label

**Feeders and branch circuits approved
to be energized**

NOTE: A 203 FINAL ELECTRIC INSPECTION MUST BE SCHEDULED AND
PASSED BEFORE THE PERMIT CAN BE CLOSED



Palm Beach County TUG Program

Permit # _____ Date _____

Inspected by _____