



Utility Releases for Final Occupancy
CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
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Policy No. 295

PURPOSE: To establish a policy for the granting of occupancy and the releasing of electrical and gas service for new structures in the City of Highland.

POLICY: Residential Dwellings: A final inspection of a structure will be performed after all departments have signed off on the Building and Safety clearance forms, **No exceptions will be granted.** The final building inspection and job card signature will be the last process before occupancy. Electrical power for tract homes will be released only after the yard fencing is completed. The Gas Company service release for residential dwelling units will only be released after all the Agencies, Departments, and Divisions have approved the dwelling for final inspection and occupancy.

Commercial and Industrial Projects: Final electrical and gas meter releases may be granted prior to final inspection for commercial and industrial projects based on the specific needs of the project. Temporary Power Poles must be utilized whenever possible. The final building inspection and job card signature will be the last process after all the Agencies, Departments, and Divisions have approved the project for final inspection and occupancy.

ANALYSIS: Following this process will assure that no occupancy will occur on homes or structures without clearance from all agencies and departments involved. In the past, providing all utility releases gave the housing developer and the property owner a false impression that the project was completed. Therefore, in order to clarify this, the job card will be signed last. When appropriate, electrical power may be granted for testing of electrical systems, landscape watering, security and other good reasons. Regarding dwelling units, the Gas utility will be withheld until the Building Division receives all required forms and clearances. This process also follows the procedures typical of neighboring communities and the recommendation of the Public Works Sub-Committee. (meeting 1-11-00)

Effective Date: January 1, 2011

Revision Date: April 2019

Reference Code & Section: