



## **ELECTRICAL SERVICE CHANGE POLICY AND PROCEDURES** **FOR LICENSED ELECTRICAL CONTRACTORS**

The following policy and procedures are being instituted for Electrical Service Change permits in order to expedite the restoration of electrical services once the Electrical Contractor has completed their work:

1. Prior to performing the work, or in case of after hour emergencies, by next business day; the Electrical Contractor must come to the building department to obtain a service change permit.
2. The Electrical Contractor must submit with the building permit application a notarized Electrical Service Change Affidavit signed by the qualifier and schedule an inspection for the day after the completion of the service change.
3. Upon receipt of the affidavit, the Building Department will contact Florida Power and Light to inform them that services may be restored when notified by the Electrical Contractor.
4. Electrical Contractor must contact Florida Power and Light for reconnection of service once all permitted work is completed.
5. Prior to inspection, the Electrical Contractor is to ensure that the work area is accessible for inspection.
6. If inspection is **not** approved, Electrical Contractor must correct deficiencies immediately and call for re-inspection.

This procedure is a ***privilege*** being granted to licensed Electrical Contractors only and may be revoked by the Authority Having Jurisdiction at any time for just cause.

By signing the electrical service change affidavit the Electrical Contractor is taking full responsibility for the work performed.

**IF ANY UNSAFE OR POTENTIALLY LIFE THREATENING DEFICIENCIES ARE FOUND AT TIME OF INSPECTION THE INSPECTOR WILL NOTIFY FLORIDA POWER AND LIGHT FOR IMMEDIATE DISCONNECTION AND YOUR PRIVILEGES UNDER THIS PROCEDURE WILL BE REVOKED!**

### **Florida Power and Light Contact Information:**

**During Business hours: 1-800-343-7941**

**After Hours: Call Customer Service 1-800-226-3545**



HOME OF PELICAN ISLAND  
BUILDING DEPARTMENT  
1225 MAIN STREET • SEBASTIAN, FLORIDA 32958  
TELEPHONE: (772) 589-5537 • FAX (772) 589-2566

**ELECTRICAL SERVICE CHANGE AFFIDAVIT**

BUILDING PERMIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_ REC'D BY \_\_\_\_\_

WORK DESCRIPTION: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

CONTRACTOR BUSINESS NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

I, \_\_\_\_\_, **DO HEREBY AFFIRM:**  
PRINT QUALIFIER'S NAME

That I take full responsibility for the electrical work performed under the above permit. I also affirm that I have read and understand the City of Sebastian ELECTRIC SERVICE CHANGE POLICY AND PROCEDURES FOR LICENSED ELECTRICAL CONTRACTORS and agree to fully abide by them. I understand that all work will be performed to the requirements of the NATIONAL ELECTRIC CODE 2011 and the FLORIDA BUILDING CODE (latest edition).

I further understand that:

This procedure is a *privilege* being granted to licensed Electrical Contractors only and may be revoked by the Authority Having Jurisdiction at any time for just cause.

IF ANY UNSAFE OR POTENTIALLY LIFE THREATENING DEFFICIENCIES ARE FOUND AT TIME OF INSPECTION THE INSPECTOR WILL NOTIFY FLORIDA POWER AND LIGHT FOR IMMEDIATE DISCONNECTION AND YOUR PRIVILEGES UNDER THIS PROCEDURE WILL BE REVOKED!

By signing the electrical service change affidavit the Electrical Contractor is taking full responsibility for the work performed.

**QUALIFIER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared \_\_\_\_\_  
who is \_\_\_\_\_ personally known to me or has \_\_\_\_\_ produced identification. Type of identification produced \_\_\_\_\_

\_\_\_\_\_  
Official Signature of Notary Public Notary Seal