



## General Process for Large Residential Subdivision (Underground Electric - MultiFamily Dwellings)

**CUSTOMER** contacts Tampa Electric at (813) 635-1500 or [www.tampaelectric.com](http://www.tampaelectric.com) to initiate request for service.

**CUSTOMER** sends full set of plans to Tampa Electric. The plans must include:

1. Three copies of construction drawings including site plan (with legal description, north arrow, and "point of beginning") civil, architectural, mechanical, and electrical specifications (including the electrical service riser diagram, load summary and panel schedules).
2. AutoCAD file (required for lighting design, if applicable).
3. A copy of the warranty deed and survey (required for easements).
4. Developer/owner name(s) and phone number(s).
5. General contractor name(s) and phone number(s).
6. Estimated start date for construction.
7. Estimated in-service date.

**TAMPA ELECTRIC** prepares distribution design 8 to 12 weeks after all required information is submitted by Customer.<sup>1</sup>

**TAMPA ELECTRIC** prepares lighting design in 2 weeks, if applicable. Tampa Electric must receive approved lighting design from Customer prior to finalizing distribution design.

**CUSTOMER and TAMPA ELECTRIC** obtain all necessary permits from the appropriate governing agencies.

**TAMPA ELECTRIC** provides design to customer and, if applicable, lighting agreement and construction costs.

**CUSTOMER** has site contractor stake all Tampa Electric equipment locations according to Tampa Electric General Rules & Specifications for remainder of conduit and calls Tampa Electric for inspection.

**TAMPA ELECTRIC** inspects staking within 16 working hours. If approved, conduit installation is scheduled within 15 working days.

**CUSTOMER** has site contractor prepare transformer pad sites. If meters will be grouped, electrician installs service conduit between transformer and meter panels at this time. If units will be individually metered, Tampa Electric installs service conduit at a later date. Contractor calls Tampa Electric for inspection of pad sites.

**CUSTOMER** pays construction fees, if any, to Tampa Electric prior to installation of transformers.

**TAMPA ELECTRIC** inspects pad sites within 16 working hours. If approved, transformer and cable installation is scheduled within 3 weeks. System is switched in following completion of transformer and cable installation.

**CUSTOMER** has electrician call (813) 635-1500 or [www.tampaelectric.com](http://www.tampaelectric.com) to request a layout for each grouped meter center (Customer provides service conductor to gang meter centers) or each individually metered unit. Electrician installs meter panels. If individually metered, electrician calls Tampa Electric to install service conduit and conductor at this time. Conduit installed within 3 weeks.

**CUSTOMER** calls Tampa Electric at (813) 223-0800 to establish an electric account for each meter.

**CUSTOMER** obtains governmental electrical release for each layout.

**TAMPA ELECTRIC** installs meter usually in 3 to 5 business days after receipt of the government release.

Please contact the One Source team at [cereps@tecoenergy.com](mailto:cereps@tecoenergy.com) or (813) 635-1500 to submit changes to an existing work request.

**NOTE:** Our goal in setting out these procedures is to provide a general process guideline for the different types of service we provide. Since each construction job is unique, please communicate regularly with your Tampa Electric Project Manager, so that we know what your actual schedule is and you know what our actual requirements are for your specific job.

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<sup>1</sup> Notify Tampa Electric at this time if any of our equipment may have to be relocated or removed. Request an additional layout number for temporary electric service.