



## General Process for Large Residential Subdivision (Underground Electric-Customer Installs Conduit)

**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. Two copies of site plan and/or preliminary plat (including legal description, north arrow, and "point of beginning").
2. Four sets of construction drawings with civil specifications.
3. AutoCAD file (required for lighting design, if applicable).
4. For clubhouse, lift station, or other non-residential meters, provide three sets of architectural, mechanical and electrical specifications (including the electrical service riser diagram, load summary and panel schedules).
5. A copy of the warranty deed and survey (required for easements, if applicable).
6. Developer/owner name(s) and phone number(s).
7. Contractor name(s) and phone number(s).
8. Estimated start date for construction.
9. Estimated in-service date.
10. An overview plan of future phases if requesting a master planned and/or multi-phased community.

**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 and signed agreement from Customer, five weeks prior to finalizing distribution design.

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

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

**CUSTOMER** must sign the underground agreement prior to installation of conduit.

**CUSTOMER** has site contractor stake conduit crossings and calls Tampa Electric for inspection.

**TAMPA ELECTRIC** inspects staking within 16 working hours. If approved, conduit crossings are scheduled with onsite.

**CUSTOMER'S** site contractor obtains conduit from Tampa Electric's material yard at 820 78<sup>th</sup> Street in Tampa between 9 a.m. and 3 p.m., Monday through Friday. Contractor calls Tampa Electric 72 business hours prior to picking up conduit. All project conduit is issued at one time.

**CUSTOMER** site contractor stakes 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 with onsite.

**CUSTOMER** marks final grade on transformer and hand hole conduit stub-ups and contacts Tampa Electric for inspection.

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

**TAMPA ELECTRIC** inspects grade markings within 16 working hours. If approved, pad site prep, transformer and cable installation is scheduled within 4 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 house. Electrician installs meter panel and notifies Tampa Electric when ready for inspection. If approved, installation of conduit to each house is scheduled within 3 weeks.

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

**CUSTOMER** obtains governmental electrical release for each house panel.

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

Please contact the One Source team at [creps@tecoenergy.com](mailto:creps@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.