



General Process for Commercial Construction (Overhead Electric)

CUSTOMER contacts Tampa Electric at (813) 635-1500 www.tampaelectric.com to initiate request for service.

CUSTOMER sends full set of plans to Tampa Electric. 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, if applicable).
4. Customer/owner name(s) and phone number(s).
5. Contractor name(s) and phone number(s).
6. Electrical contractor name and phone number(s).
7. Estimated start date for construction.
8. Estimated in-service date.

TAMPA ELECTRIC provides layout number after all required information is received from Customer.^{1, 2}

CUSTOMER obtains electrical permit from the appropriate governing agency.

TAMPA ELECTRIC prepares distribution design and easement request (if applicable) within 2 to 6 weeks depending on scope of project. Field Engineering Technician identifies need for current transformers (CTs)/K-base and notifies meter department.

TAMPA ELECTRIC prepares lighting design in 2 weeks, if applicable.

TAMPA ELECTRIC provides lighting agreement (if applicable) and construction costs to customer.

TAMPA ELECTRIC obtains permit(s) for installation of company-owned material if required. Time and fees vary depending on permitting agency (4 to 24 weeks).

CUSTOMER pays construction fees and provides signed easement agreement (if applicable) to Tampa Electric prior to installation of pole(s) and/or transformer.

TAMPA ELECTRIC installs pole(s) in right-of-way (ROW) and on private property (if applicable), within 4 weeks after receipt of payment and permit.

CUSTOMER has site contractor stake pole location(s) on private property, if applicable, and notifies Tampa Electric when complete. Installation of poles on private property should be worked in conjunction with pole(s) to be set in ROW if customer coordinates effectively with Tampa Electric.

CUSTOMER has electrician install meter panel(s). If current transformers (CTs) K-base socket is required (meter socket larger than 400 amps), CUSTOMER's electrician obtains CTs from Tampa Electric and installs.

CUSTOMER calls Tampa Electric at (813) 228-1010 to establish an electric account.

CUSTOMER has electrician call appropriate governmental agency to obtain electrical inspection.

TAMPA ELECTRIC receives the government release and performs inspection.

TAMPA ELECTRIC installs overhead service and meter (coordinate with Meter department if applicable) usually within 3 business days of release.

Please contact the One Source team at 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.

¹ Notify Tampa Electric at this time if any of our equipment may have to be relocated or removed

² Request an additional layout number for temporary electric service.