



General Process for Commercial Construction (Underground to Pad-mounted Transformer)

CUSTOMER contacts Tampa Electric at (813) 635-1500 or 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).
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

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. FET 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 design, lighting agreement (if applicable) and construction costs to customer.

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

TAMPA ELECTRIC installs pole(s) in right-of-way.

CUSTOMER has site contractor stakes all Tampa Electric equipment locations according to Tampa Electric General Rules & Specifications and notifies Tampa Electric when complete.

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-site(s) and calls Tampa Electric for inspection.

CUSTOMER must pay construction fees to Tampa Electric prior to installation of transformer(s).

TAMPA ELECTRIC inspects pad sites within 16 working hours. If approved, transformer and cable installation is scheduled

CUSTOMER has electrician install meter panel(s). Current transformers (CTs) are required for meter sockets greater than 600 amps. Electrician obtains CTs from Tampa Electric and installs. Electrician calls Tampa Electric to pre-wire CTs. If CTs are going in transformer, Tampa Electric installs.

CUSTOMER'S electrician installs secondary conduit (secondary conduit needs to be installed before transformer to prevent undermining) and wire between meter panel(s) and transformer.

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 meter usually within 2 business days of approval.

TAMPA ELECTRIC energizes system at the time of the meter installation.

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