

DEPARTMENT OF SAFETY AND PERMITS
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

ZACHARY SMITH
DIRECTOR

Date: January 28, 2019

To: Zachary Smith, Director, Dept. of Safety and Permits

From: Larry Chan, Building Official *L.C.*

CC: Charles Collins, Rudy Hardouin, Terry Willis

Re: Electrical Meter Release Stipulations

The purpose of this memo is to clarify the Departmental policy related to requirements for "vacancy" trade inspections and the timeline related to when they are required.

- (a) If any municipal address or location has been without electric or service for a period of time exceeding six (6) months, an electrical permit must be obtained and an inspection must be made in accordance with this Code, before the electric service can be reconnected.
- (b) "Entergy Permit & Inspection Desk electric Meter Release Authorization" approvals, issued for electrical meter service connection by the Utility Company within residential, commercial or industrial establishments, shall expire six (6) months from the date of issuance to the Utility Company. If a meter is not installed prior to the expiration date a new release authorization shall be required. The new release authorization shall be issued only after a re-inspection of the location has been made by the Director.
- (c) If any municipal address or location has been without electric service for a period of time exceeding (24) months, a building permit must be obtained prior to obtaining an electrical permit.

Please let me know if you have any additional questions.

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