



Board of Commissioners

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POWER TURN-ON RECONNECTION of ELECTRICAL SERVICE

Policy – Procedure - Inspections

Policy . . .

As required by the local electrical service provider, First Energy / Ohio Edison, the Portage County Building Department **must** inspect all structures within our jurisdiction, prior to the Power Turn On / Reconnection of Electrical Service. Depending upon the nature of the structure and the service disconnection, it may be necessary to inspect both the external service connection (meter base), as well as the internal service distribution panel, and the overall electrical conditions associated with that service, to assure that energizing of the structure can be safely accomplished.

Procedure . . .

It is required that the legal owner or their authorized agent shall complete the required Application for Power Turn On and accompanying Affidavit, via the Portage County Building Department on-line Portal including the required fees. Once completed, the inspection can be scheduled by the applicant. In the event that the property is not occupied and owned by a 3rd party, such as a bank, that 3rd party shall be responsible for completing the Application and Affidavit as defined above. As an alternate, the 3rd party owner may provide a notarized letter by an Officer of that 3rd party institution and addressed to the Director of the Building Department, identifying an alternate individual to act as their legal agent, or representative to take this action in their behalf.

Important Note - Federal Pacific Brand Service Panels . . .

Before making application, it is the applicant's responsibility to visually check the internal service distribution panel to determine if it is a **Federal Pacific** brand. If so, these panels are known to be a fire hazard, and as such this office will not authorize the reconnection of service, if such a panel exists. Therefore, to save the applicant time and unnecessary cost, please verify this before making application. If a Federal Pacific panel exists, the applicant will be required to make application for a "new or updated" service, which will include applicable inspections and when approved this will also provide authorization for the reconnection of service.

Inspections . . .

The following is provided as a guide to define the type of structure and normal required access to perform the required inspection.

- Any Mobile Home or Manufactured Home: ***Inspection access is only required for the external service connection (the meter base).***
- Any Residential Home or Commercial Building: ***Inspection is required to the first point of disconnect, after the meter, which in most cases is the internal service distribution panel. Therefore, inspection access is required for the external service connection and internal service distribution panel, as well as the over all electrical conditions of the structure and to confirm that all grounding is properly installed.***

NOTE: Lock Box codes are an excepted avenue for a non-occupied residence that give the inspector access at anytime, which creates more flexibility in getting inspection done in a timely manner.

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