



ISD
Inspection Services
Division

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PROCEDURE FOR ENERGIZING TENANT METERING AT BURLINGTON TOWN CENTER:

- **OBTAIN A PERMIT FROM BURLINGTON PUBLIC WORKS**
- **INSTALL CONDUIT, CONDUCTORS, LOAD SIDE DISCONNECT AND METER CAN**
- **CALL CITY ELECTRICAL INSPECTOR FOR ENERGIZING INSPECTION**
- **DO NOT ENERGIZE CONDUCTORS BEFORE THE INSPECTION HAS TAKEN PLACE**
- **WHEN WORK HAS BEEN APPROVED, AN ENERGIZING PERMIT WILL BE ISSUED**
- **CONDUCTORS WILL BE ENERGIZED UNDER A SHUT DOWN ONLY AND LOCK OUT/TAG OUT PROCEDURES MUST BE FOLLOWED**
- **ONCE YOU HAVE THE ENERGIZING PERMIT, YOU CAN ENERGIZE THE CONDUCTORS TO THE TOP OF THE METER CAN.**
- **CALL BURLINGTON ELECTRIC TO PUT IN THE METER.**
- **BE AWARE THAT THESE METERS ARE TENANT METERS. THEY ARE NOT SERVICES. THE NEUTRALS MUST BE ISOLATED, AND EQUIPMENT GROUNDS ARE NEEDED FOR BONDING.**