



City of Lighthouse Point Building Department  
3701 NE 22 AVE, Lighthouse Point, FL 33064

## **PROCEDURES FOR SERVICE CHANGE INVOLVING FP&L DISCONNECT / RECONNECT**

### **>Pre-Inspection Preparation:**

Prior to the inspection date, it is important to ensure that all necessary documentation is **ONSITE**. This includes: **approved, perforated** electrical drawings, load calculations, equipment specifications, and any issued permits cards. Additionally, all work must be completed according to relevant codes and standards, as per the National Electrical Code (NEC).

Initial\_\_\_\_\_

### **>Scheduling the Inspection:**

After receiving a disconnect / reconnect schedule date and time from FP&L, contact the Lighthouse Point building department inspection line to schedule the inspection. Provide them with the necessary information about the project, including the address, permit #, type of inspection, and any other relevant details.

**Ensure that the inspection date request aligns with the schedule given to you from FP&L.**

Initial\_\_\_\_\_

### **>Day of inspection / Service Change:**

**On the day of the inspection, DO NOT proceed with disconnection of the utility power by either contractor or FP&L without first speaking to the inspector directly (Voice only NOT text or email) to ensure that the inspection is scheduled and the inspector is aware of the disconnect / reconnect with FP&L.** The site should be ready for inspection. This involves having all electrical components installed, including panels, breakers, wiring, grounding systems, and any associated equipment.

Initial\_\_\_\_\_

Upon successful completion of the inspection, the inspector will notify FP&L of said inspection and request that the connection to the utility be restored. If you have any questions or require further clarification regarding these procedures, please do not hesitate to contact us at 954.943.6509.

I / WE UNDERSTAND ABOVE PROCEURES \_\_\_\_\_ CONTRACTOR / AGENT

DATE\_\_\_\_\_

**FIELD COPY**