



Bulletin 29

Retail Meter Room Handover Process

Per requirements of the City of Miami (COM) Building Department as discussed and agreed with the COM Electrical Chief, Richard Way, Jr.

1. After handover of meter rooms from GC (AMJV) to Owner (SWIRE), FPL will install all meters (inactive) in the meter banks and all Accounts will be under SWIRE.
2. Each Retail Tenant Electrical Contractor (EC) will pull a Temporary for Construction Permit for EACH respective Meter number with the City of Miami.
 - a. Include location, Meter Room number, and suite number on application.
3. SWIRE will provide Tenant and EC with supervised access to the Meter Room.
 - a. Two (2) locks will be placed on Tenant's meter breaker: one (1) from SWIRE and one (1) from the Tenant's EC.
4. Each Tenant EC will complete electrical work to the Meter under this Temporary for Construction permit. Works are to include:
 - a. Pulling all permanent feeds
 - b. Installing a minimum of two (2) GFCI outlets, with step down transformers and panels to facilitate power during construction (Note: nothing else should be energized/ hooked up, i.e. No permanent lights, etc.).
 - c. If the Tenant EC changes the existing Meter Center Breaker thermal plug due to the size of engineered feeder, the original is to be returned to SWIRE (Scott Harper).
 - d. Meter bank MUST be disconnected or shut down when installing feeders from gutter above meter center to the specific meter.
5. Each Tenant must schedule Electrical Inspections with NV5 using e-Builder Inspection Requests (IR).
6. NV5 Chief Electrical Inspector (Robert Ruiz) will conduct inspections.
7. Once all required electrical Inspections are approved by NV5, a Certificate of

Completion Letter (Temporary for Construction), signed and sealed by NV5, and with inspection logs, will be provided to the Tenant.

8. Each Tenant is responsible to:
 - a. Schedule a Final Temporary for Construction inspection with CoM.
 - b. Provide the NV5 Certificate of Completion letter and attachments to CoM Electrical Chief, Richard Way.
 - c. This will close the Temporary for Construction permit.
9. The FPL account MUST be transferred to Tenant once the Temporary for Construction permit has been closed.
 - a. SWIRE will verify permit closure and notify FPL via email with relevant information (name of Tenant, meter number, and account number).
10. When the retail Tenant space is ready for TCC/CC, the Tenant EC must apply for a Temporary Electrical for Test Permit with the City of Miami.
 - a. Note: Temporary for Test permits expire in 30 days and are subject to power interruption on expiry.
11. Each Tenant EC will schedule Electrical Temporary. For Test inspection(s) with NV5 (via. E-Builder Inspection Requests -IR).
12. Each Tenant EC shall schedule Electrical Temporary. For Test inspections with NV5 (via e- Builder. Inspection Requests -IR).
 - a. Interior and Breaker panel final inspections.
 - b. All electrical work must be substantially completed and safe.
13. NV5 Chief Electrical Inspector (Robert Ruiz) will conduct inspections.
14. Once all required electrical inspections are approved by NV5, A Temporary. For Test Certificate of Completion Letter and affidavit signed and sealed by NV5, and with inspection logs, will be provided to each Tenant.
15. Each Tenant is responsible to:
 - a. Schedule a Final Temporary for Test inspection with t h e CoM.
 - b. Provide the NV5 Certificate of Completion Affidavit and attachments for Temporary for Test to CoM Electrical Chief, Richard Way, Jr.
 - c. This will close the Temporary for Test permit.

” End of process “