

**COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities**

**1036 20th St. -- PO Box 1389
Vero Beach, Florida 32961-1389
Telephone: (772) 978-5100
Fax: (772) 978-5125**

**Important Notice to Builders/Contractors/Developers
From Electrical Engineering**

You **must** contact the City of Vero Beach Electrical Engineering Department at 772-978-5460 for project approval and to establish a project schedule prior to making an appointment with the Customer Service Department.

In addition to verbal contact, the following deliverables to Electrical Engineering are required, by mail or delivery, prior to initiation of the electrical design of your project:

1. Electronic file of site plan, AutoCad 2004 compatible, to include at a minimum:
 - a. All undergrounds - water and sewer locations
 - b. All utility easements
2. Main panel/ disconnect data
3. Cover letter with formal contact of project responsibility, no subcontractors
Provide comments on timeline of project in this cover letter.
If your project requires City installed lighting, note intent in this cover letter. Lighting is initiated through this department. A signed lighting contract through Customer Service is required prior to procurement of the lighting. A four (4) month lead-time is required.

This package should be addressed to:
City of Vero Beach
C/o Director of Electrical Engineering and New Construction
3455 Airport Drive West
Vero Beach, FL 32960

The design phase will require a minimum of 6 weeks to complete.

In addition, upon completion of the design, a Letter of Intent, along with copies of the design, will be sent to you by Electrical Engineering for approval by the contact specified in line 3 above. This letter defines the responsibilities of the developer and those of the City of Vero Beach. The letter requires a date of completion of the developer's construction and signature. The project will not be turned over for construction until this signed letter has been returned.

Note that service will require a minimum of 6 weeks to complete from the date of receipt of the Letter of Intent.

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**Important Notice to Builders/Contractors/Developers
From Customer Service**

Due to the increasing amount of new development in Vero Beach, the Customer Service Department will now be accepting appointments for all Commercial and Multi-Dwelling New Construction accounts. The Electric Service Information sheet that was previously completed by the Electrical Engineering Department will now be done in Customer Service. We will also accept appointments for Tear Down applications.

Instructions for completing commercial application packet:

You **must** have a completed New Construction packet issued by the City of Vero Beach Utilities Department with you at the time of your appointment.

Hours available for appointments are as follows: Monday through Friday 10:00 a.m., 11:00 a.m., 3:00 p.m., and 4:00 p.m.

*****Please read all documents carefully*****

Required Building Application Information – **Keep this form for your records** – This form provides the applicant a list of required documents and information required to make an application for service.

Process for Receiving a meter for Electric & Water Service – **Keep this form for your records** – This form provides the applicant with general information in obtaining a meter base and the process of receiving a meter after the application is processed.

Labeling Multiple Meter Sockets - **Keep this form for your records** – This form provides the applicant with the process of labeling multiple meter sockets pursuant to the National Electrical Code.

New Construction Account / Electrical Information – **Complete and return this form at the time of application** – This form provides Customer Service with the information required to set up a new location and account and to calculate the fees required for application.

New Construction Account / Electrical Information Tear Down / Rebuild – **Complete and return this form at the time of application if applicable** – This form provides Customer Service with the information required to calculate any credit(s) that may be applicable.

Water Meter Sizing and Sewer Connection for Commercial Service – **Complete and return this form at the time of application** – This form provides Customer Service with the information required to determine the minimum size water meter and to calculate the fees required for application.

LABELING MULTIPLE METER SOCKETS

Pursuant to the National Electrical Code, all meter sockets located in meter rooms or on the exterior of any building where more than one-meter socket is mounted must be labeled with the location address that is to be serviced by that meter.

The label must be made of metal or plastic and be engraved or embossed with the location address that is to be serviced by that meter. The label must at least [1] inch in height and one-half [1/2] inch on each side of the stamped address. The label must be permanently attached to the meter socket cover with screws or pop rivets.

It is recommended that the address also be placed inside the meter socket.

Please contact the Electric Meter Shop (772) 978-5486 if you need assistance.

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Required Building Application Information

- Building Permit – Actual Permit or Copy – * Permit numbers **NOT** acceptable *
- Copy of Site Plan – Commercial and Multi-Living Units ONLY – Reduced copy of site layout and the electrical riser information page
- Electric Service Information Sheet – Must be completed and signed – Commercial and Multi-Living Dwellings ONLY
- Electrician’s name and telephone number
- Electrical Main size (Amps)--Type of service (Single or Three Phase)—Service Voltage
- At the time of application, we must know the number of apts, condo units, commercial units, etc.
- Meter sockets on multiple units must be tagged. (Plastic or metal)
- Irrigation Service—The flow per minute of the largest irrigation zone (25 or 30 gpm for example) must be provided on the application
- All fees are to be paid at the time of application for service.
- **All water meters applied for in the Moorings must have a letter from Collins, Brown and Caldwell.**
- Before an electric meter can be set, an approval is needed from the following departments.
Indian River County Building Dept., Indian River Shores Building Dept., (Only if construction is in I.R. Shores), City of Vero Beach Electrical Engineering Dept., City of Vero Beach Electrical Metering Dept., City of Vero Beach Transmission & Distribution Dept.

NOTE: If there is Temporary Utility Service for Construction, it is still necessary to make an application for the permanent service. The City **must** be informed whether or not the temporary service is to be cut once the permanent service is set.

It is critical that the information given at the time of application is complete and accurate. Inaccurate or incomplete information will cause delays in the installation of the meters and may result in additional service charges being applied. Keep this copy for your records.

ELECTRIC SERVICE - TEMPORARY and/or PERMANENT SERVICES

OVERHEAD SERVICE—TEMPORARY OR PERMANENT

- The Customer must complete a service application in the Customer Service Office located at the address shown above. **Commercial and Multi-living must schedule an appointment to make an application.**
- The Service Order will be routed to Electrical Engineering. (772) 978-5460
- An Electric meter base may be picked up at the Electric Meter Shop, located at 3455 Airport West Drive between the hours of 7:30 am and 4:00 pm, Monday through Friday.

CITY INSTALLED UNDERGROUND ELECTRIC SERVICE

Residential only 400 amps or less

Installation must comply with City of Vero Beach specification 67 and drawing 901

- The Customer must fill out the “City Installed Underground Service Application.”
- The Service Application will be e-mailed to the Electrical Engineering division
- Electrical Engineering will inspect the site to determine if a City installed underground is possible.
- The customer must pay the applicable fee.
- An electric meter base may be picked up at the Electric Meter Shop, located at 3455 Airport West Drive between the hours of 7:30 am and 4:00 pm, Monday through Friday.

WATER OR IRRIGATION SERVICE -TEMPORARY & PERMANENT SERVICE

- The customer must complete a service application at the address shown above.
- A service order will be routed to Water & Sewer Department
- Water & Sewer Department will schedule date and time meter will be set

***For specific information, please call Water & Sewer (772) 978-5220**

The Customer Service staff CANNOT provide a date or time for the installation of any meter and/or utility service.

COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities

New Construction - Account
Information Sheet - Commercial

APPLICANT'S NAME: _____

CONTACT PERSON: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ CELL NO.: _____

ACCOUNT HOLDERS NAME: _____

BILLING ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip) _____

TELEPHONE NO: _____ FAX NO: _____

ACCOUNT CONTACT PERSON: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ CELL NO.: _____

NEW SERVICE INFORMATION

NO. BLDGS _____

SERVICE ADDRESS: _____

OWNER: _____ TEL. NO.: _____

Temporary Power

Permanent Power

Temporary Water

Permanent Water

Main/Electric Panel: _____ Amps _____ Phase _____ Volts

Main/Electric Panel: _____ Amps _____ Phase _____ Volts

Electrician Name: _____	Phone: _____
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Total Square Footage: _____	Air Conditioned Square Footage: _____
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Job Description: (i.e. Temporary for or Permanent for Shell Building – Clubhouse - Lift Station – Entrance Gate – etc. -- Please note if there is temporary service that must be disconnected at the time of permanent service)

Customer Signature: _____ Date: _____

COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
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New Construction – Account Information
Sheet – Commercial Tear Down / Rebuild

Please provide all service information for the structure(s) that have been or will be torn down. This information will be used to calculate any credit(s) that may be due.

APPLICANT'S NAME: _____

CONTACT PERSON: _____ **TEL. NO.:** _____

E-MAIL ADDRESS: _____ **CELL NO.:** _____

ACCOUNT HOLDERS NAME: _____

EXISTING SERVICE INFORMATION

(For rebuild / remodel on an existing building)

NO. BLDGS _____

SERVICE ADDRESS: _____

SERVICE ADDRESS: _____

SERVICE ADDRESS: _____

Main/Electric Panel: _____ **Amps** _____ **Phase** _____ **Volts**

Main/Electric Panel: _____ **Amps** _____ **Phase** _____ **Volts**

Main/Electric Panel: _____ **Amps** _____ **Phase** _____ **Volts**

Water Meter Size: _____ " **Irrigation Meter Size:** _____ "

Water Meter Size: _____ " **Irrigation Meter Size:** _____ "

Water Meter Size: _____ " **Irrigation Meter Size:** _____ "

Sewer Service: _____ **Yes** _____ **No**

Customer Signature: _____ **Date:** _____

COMMERCIAL AND MULTI-DWELLING NEW CONSTRUCTION APPLICATION PACKET
City of Vero Beach Utilities
Water Meter Sizing and Sewer Connection Information
For Commercial Service Applications

DATE: _____

CONTRACTOR: _____ ACCOUNT NO. _____

OWNER: _____ SERVICE ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

SERVICE LOCATION: CITY _____ COUNTY _____ INDIAN RIVER SHORES _____

COMMERCIAL BUILDING _____ NUMBER OF UNITS _____

PRIVATE FIRE LINE: NO _____ YES _____ SIZE _____

CITY SEWER _____ SEPTIC TANK _____ PRIVATE LIFT STATION _____

IRRIGATION SYSTEM: NO _____ CITY _____ WELL _____ NON POTABLE _____

DEMAND FOR LARGEST IRRIGATION ZONE: _____ Gallons Per Minute

Please enter the number of fixtures in the spaces provided

Lavatory _____ Toilet-Valve Private _____ Dishwasher 1" (25gpm) _____ Surgeons Sink _____ Drains _____

Bathtub _____ Toilet-Valve Public _____ Dishwasher ¾" (16gpm) _____ Commercial Washers 15 lb _____ Domestic Dishwasher _____

Shower _____ Toilet Tank _____ Dishwasher ½" (9gpm) _____ Commercial Washers 8 lb _____

Shower & Bath Combo _____ Urinal (1") _____ Kitchen Sink (Hotel/Rest) _____ Laundry Tub _____

Drinking Fountain _____ Urinal (3/4") _____ Kitchen / Veg Sink _____ Hose Bib _____

Comments:

I certify that the information contained on this form is complete and accurate. I understand that if the information furnished is incomplete or inaccurate, the City may withhold or discontinue service until the correct information is furnished and the correct size meter is installed.

Name Printed

Signature