



## OCCUPIED and DOWN ELECTRICAL/GAS INSPECTIONS

### Purpose:

The purpose of this procedure is to provide information on classifying, scheduling, and inspecting emergency electric and gas permits that involve weather damage, or repairs caused by mechanical failures.

- Emergency repairs are those that require a same day inspection to restore electricity or gas after a storm or mechanical damage to these systems.
- Changes to the electrical system due to work that is scheduled and voluntary or the replacement of gas appliances are not considered emergencies and are required to be scheduled.
- When acquiring the permit, please detail the scope of work or repairs, include the location of the electric/gas meters and location of a gas testing gauge if required.

### EMERGENCY REPAIRS:

1. Submit permit thru <https://selfservice.wacotx.gov/EnerGov/SelfService/#/home>.
2. Notify [Permits@wacotx.gov](mailto:Permits@wacotx.gov) of the submission:
  - a. Please include the address and permit number if possible.
  - b. Please include if repair is ready for inspection,
  - c. Please advise if an electrical temporary power letter has been uploaded to the permit attachments.
3. Pay your permit through the portal or in person at the permits office.
4. Once paid:
  - a. Please call 254-750-5612 to schedule your inspection.

### SCHEDULED WORK:

1. Submit permit thru <https://selfservice.wacotx.gov/EnerGov/SelfService/#/home>.
2. Pay invoice through the portal or in person at the permits office.
3. If you require an electrical temporary final inspection and have uploaded your electrical temporary power letter,
  - a. Please notify [Permits@wacotx.gov](mailto:Permits@wacotx.gov) regarding the upload for review.
4. If an electrical temporary power letter is approved,
  - a. Please submit your inspection online through the portal (prior to 4:00pm to qualify for next day inspection).
5. On the day of your inspection, you must contact 254-750-5612 or [Permits@wacotx.gov](mailto:Permits@wacotx.gov) to coordinate with staffinspectors and confirm that the inspection is on schedule for that day.
  - a. In this phone call, you may be asked to notify inspections or the inspector directly that you are ready for inspection.
6. We cannot guarantee scheduled work will be prioritized if this procedure is not followed.