



## Land Use Services Department Building & Safety Division

### APPLICATION FOR EARLY RELEASE OF UTILITIES

Early Utility Release is a process that allows non-residential and tract home builders and developers to test utilities for new construction, prior to final building inspection. This streamlining process provides a means for builders and developers to expedite occupancy by bypassing the pre-occupancy wait time of up to eight weeks, for the installation of utility meters following final inspection.

To qualify for an Early Utility Release, the following conditions must be satisfied:

1. Application must be for new non-residential or tract home construction. A custom single family residence does not qualify.
2. All outstanding project fees must be paid in full.
3. Mechanical equipment, condenser, forced air unit (FAU), and hot water heater must be installed and ready for inspection. Appliances such as refrigerators, dishwashers and ranges are not required to be installed or inspected at this time.
4. All outstanding conditions must be satisfied and Condition Compliance Release Forms (CCRF) completed. The CCRF must be signed by County Planning and all other corresponding departments/agencies per the conditions of approval for the project. The completion of the CCRF is the responsibility of the applicant.

Please note:

- There are two separate inspections required in this process. The first, "Early Release Inspection", occurs prior to early meter installation. The second, "Final Inspection", occurs subsequent to meter installation and prior to occupancy.
- This is a discretionary process and any builder or developer discovered abusing and/or violating the process will be barred from participating in the program.
- Applicants will be notified by email within 48 hours of application if request is granted. If applicant does not have email, a hard copy notification letter will be sent.

### **INSTRUCTIONS**

1. Please complete the following application and return to San Bernardino County Land Use Services Department, Building and Safety Division, via email, in person or by U.S. Mail. Our offices are located at 385 N. Arrowhead Ave, San Bernardino, CA 92415 (Valley or Mountain regions) and 15900 Smoke Tree St, Ste 131, Hesperia, CA 92345 (Desert region). Our email address is: [luscustomerservice@lus.sbcounty.gov](mailto:luscustomerservice@lus.sbcounty.gov)
2. If request is granted, the applicant must schedule an Early Release Inspection with Building and Safety to verify all aspects of the structure are complete. Early Release Inspections can be scheduled

by calling our Customer Service Unit at (909) 387-8311 (Valley and Mountain) or (760) 995-8140 (Desert region). Please have your permit number available for scheduling.

3. Once the Early Release Inspection is complete and if the structure is approved for the Early Utility Release, Building and Safety will notify the utility companies to set the requested meter(s).
4. Following the installation of the requested meter and approval by the utility company, please schedule a Final Inspection with Building and Safety to verify the satisfactory condition of the dwelling(s) or building(s) prior to occupancy. Final Inspections can be scheduled by calling our Customer Service Unit at (909) 387-8311 or (760) 995-8140 (desert region). Please have your permit number available for scheduling.
5. Once the Final Inspection is completed and if the structure is approved by the inspector, Building and Safety will release occupancy.

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**PLEASE COMPLETE BELOW INFORMATION**

I, \_\_\_\_\_ request early release of utilities  
(Please print name and title)

for the construction project at:

Address: \_\_\_\_\_  
\_\_\_\_\_

APN: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Please select:

\_\_\_\_\_Property Owner                      \_\_\_\_\_Property Owner's Representative  
\_\_\_\_\_Project Manager                      \_\_\_\_\_Licensed Contractor

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Access will be limited to authorized personnel and jobsite will be maintained in a safe condition at all times.

**I understand that the Building and Safety approval of Early Utility Release and the installation of utility meters is not the final authorization to occupy, stock, or furnish the structure.** I understand that I must comply with all County regulations and conditions of approval relating to this project. I understand that any early utility service granted shall be valid for a period of 180 days from the date of approval, and is contingent upon an active building permit. I authorize San Bernardino County to request discontinuance of service without further notice to me for: 1) any violation of the

regulations or conditions pertaining to this project prior to final approval of use and occupancy; 2) expiration of the 180 day limitation period or upon expiration of construction permit, 3) by request of the Land Use Services Department, Planning Division.

By signing this form I affirm that I am the owner or authorized agent of the owner of the property acting with full authority and ability to make and enforce this agreement. Any cost to San Bernardino County associated with litigation to enforce this agreement shall be paid by me or the owner I represent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**County Use Only:**

Approved

Denied

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_