



**DEPARTMENT OF PLANNING AND BUILDING**

250 FRANK H. OGAWA PLAZA, SECOND FLOOR, OAKLAND, CA 94612

**ELECTRICAL SERVICE UPGRADE RELEASE FOR TENANT IMPROVEMENT (TI) PROJECTS UNDER CONSTRUCTION**

**BUILDING SERVICES DIRECTIVE**

**E22-1**

**REFERENCE: City of Oakland Administrator's Office (CAO)**

**DATE: 6/2/2022**

This directive is intended to provide direction to Electrical Inspectors as to the instructions of the CAO to advance construction of projects that require electrical service upgrades as part of a permitted Tenant Improvement (TI) project within the City of Oakland.

Past practice has required all electrical systems for TI projects to be approved by an inspector and permanently connected to the new service before a release to the utility (PG&E) is sent allowing the service connection.

Due to the delays experienced by TI projects to receive final connection from the utility (PG&E), the Bureau of Building shall proceed as follows;

A service release may be granted to TI projects before building systems are completed, provided that the following criteria be met;

1. The project applies for and obtains a separate electrical (E) permit for the service. The permit application shall include a line diagram for the entire project and electrical load calculations.
2. The permit applications required for the TI work are in good standing
3. The electrical work for the service is compliant with the regulations of the currently adopted California Electrical Code.
4. No uninspected or unapproved circuits or portions of such circuits are connected to the new service.
5. A Utility Disconnect Letter (Page 2) is signed by the applicant and provided to the Bureau of Building.

The City of Oakland Bureau of Building will continue to reserve the right to request utility disconnection for any project impacted by this directive. Disconnection will apply for violations encountered at any point during construction and until a final approval is granted by the Department.

Tim Low  
City of Oakland Building Official