

Procedures for Utility Agreements & Use & Occupancy Packages

Effective August 16, 2016

- 1) *The Utility Agreement & USE & Occupancy packages will be sent electronically to the utility owner's for approval.*
- 2) *The Utility Agreement package will contain the following information the agreement and the estimate and a copy of the agreement plans.*
- 3) *The Use & Occupancy will contain the agreement and the plans with a copy of the estimate without any pricing shown.*
- 4) *The Assigned Coordinator will submit the package to their Area Agent electronically for review and approval.*
- 5) *The Area Coordinator will review the package and forward to Mr. Barry Whitaker for review and approval by Mr. Wilkins.*
- 6) *Mr. Whitaker will submit the approved package back to the utility coordinator to be sent out electronically to the utility owner for approval.*

