

## OPENING OR CLOSING AN ELECTRIC UTILITY ACCOUNT

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### SUMMARY

This procedure explains how to open or close an electric utility account, and how to request a priority rating for re-establishing service after a power outage.

### PROCEDURE

#### Opening an Account

1. In the case of a newly constructed facility or an existing facility that has had extensive electrical work performed, a Certificate of Occupancy must be obtained from the Permitting, Environment, and Regulatory Affairs Department before the utility company will connect permanent power.
2. Complete Florida Power and Light's Storm Damage Restoration (Form S40), if the facility is a "Priority 1 Facility" that should not have power interrupted or for which electricity should be restored before other buildings in the area. Keep a copy and send the Form to Facilities Planning and Development Division, who will forward it to FPL.
3. Contact department's financial officer to obtain the index code that will be used to pay the new billing invoice.
4. Contact department energy manager to determine:
  - a. The first date that department will be responsible for paying for electricity.
  - b. Identify name, email address, and phone number of the person who should be contacted if questions arise about the facility and who the utility may contact to gain entrance to the metering equipment, if required.
  - c. Identify by name, email address, and phone number the person authorized to open the account.
5. Contact the Internal Services Department (ISD) Facilities and Utilities Management Division (FUMD), no later than five (5) working days before the electrical service is needed. Facilities and Utilities Management Division will contact the utility and establish the account for the department

#### Closing an Account

1. Work with department energy manager to determine:
  - a. The date the County will no longer be responsible for the payment of electrical power.
  - b. The utility account number to be closed.
  - c. The name, email address, and phone number of the person authorized to close the account.
2. Contact FUMD five working days before closing the facility. FUMD will contact the utility and close the account for the department.

#### Exceptions

The following departments have been authorized by the County Mayor to open or close electrical utility accounts:

Aviation

Procedure Number: 540  
Effective Date: 01/18

Miami-Dade Transit Agency  
Parks, Recreation and Open Spaces  
Public Works and Waste Management (Streetlights and Traffic Signals Only)  
Seaport  
Miami-Dade Water and Sewer Department

The departments listed above are required to contact the Internal Services Department Facilities and Utilities Management Division when new accounts are opened so that they may be added to the County's Computerized Electricity/Billing Accounting System.

**CONTACT(S):**

**Department/Division**

Internal Services Department/Facilities and Utilities Management Division/Utilities Management Section