

# ELECTRIC RECONNECTION

The St. Joseph County/South Bend Building Department in conjunction with AEP has established a procedure for reconnection for your health and safety.

AEP will require our inspection for any of the following:

Relocation of Service  
New Service  
Upgrade of Service  
Reconnection of Service

## THIS PROCEDURE IS AS FOLLOWS:

1. Secure a permit.
2. Make arrangements with the electrical inspector for the inspection. In most cases, he will need to have access to the structure. Call times are 7:30-9:00AM & 3:30-4:00PM at 235-9554.
3. Once the inspection has been made and approved, the release will be sent to AEP that afternoon by email. If the inspection reveals code violations needing to be repaired, it will be necessary for another permit be secured for the corrections and an inspection made on the corrections.
4. You will need to contact AEP the morning after the inspection/release at 1-800-311-4635.
5. Even if you pass our inspection, AEP has the right to refuse connection if they suspect there may be a situation that does not meet their minimum standards. If they refuse you service, you must make the necessary repairs and then another permit and inspection from our office will be needed.