



Realtor Application 15 Day Temporary Power Program

<p>Are you also applying for an APA? YES ___ NO ___</p> <p>PDSB Account No. _____</p> <p>For office use only</p>
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Date: _____

Name: _____ Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone No. _____

Realtor License No: _____ Agent _____ Broker _____

Persons authorized to use this account (print legibly):

1. _____ 2. _____

3. _____ 4. _____

**ANY CHANGES TO AUTHORIZED USERS MUST BE SUBMITTED IN WRITING.
CHANGES NOT SUBMITTED IN WRITING WILL NOT BE PERMITTED.**

Signed: _____ Printed Name: _____

By signing this application the Real Estate Agent/Broker agrees to the following terms and conditions. The 15 Day Temporary Program is limited to Single Family Residential properties that are vacant (unoccupied). Realtors will disclose to potential buyers and sellers any issues uncovered by the City of Tucson Inspector during the temporary power inspection. Power to the residential structure will not be energized if any life safety issues are found. If no life safety issues are found, the power will be energized for a 15 day Real Estate inspection and no work shall be performed in or on the property unless the permit is revised and approved through the City of Tucson. Agents and their Brokers will be responsible for all payments due to TEP and power will be put in their name. The Temporary power will be shut off at the direction of the City of Tucson within a minimum of 15 days. No extensions of power service will be granted. The Real Estate Agent assumes all liability for the property once the power is turned on and holds the City of Tucson harmless in the event of any property damage through vandalism, or any other unforeseen circumstances.

Permit requests can be made in person or by APA account. (Advanced Payment Account) This is a non-interest bearing account that you can make deposits into at any City of Tucson Cashier's office, or by coming in or mailing payment to Planning and Development Services. The account can be managed on our website.

City of Tucson
Planning & Development Services Dept.
201 N. Stone Ave.
Tucson, AZ 85701
520-791-5550 (PH) 520-791-4475 (Fax)
www.tucsonaz.gov/DSD

INSTRUCTIONS

APA Account - Realtors may open an Advanced Payment Account with a minimum deposit of \$75.00. The APA voicemail and fax service is for an ELECTRICAL RECONNECT permit only, not for permits that require plan review or detailed work. Those permits must be purchased in person at the Planning and Development Services Dept.: 201 N. Stone Ave, Tucson, AZ 85701. Hours are Monday – Friday 8:00 AM to 4:00 PM.

Account Balance - It is your responsibility to ensure there are sufficient funds available in your account to process requested transactions. Accounts with no activity for twelve months or more will be closed and a check mailed for the amount of the balance in the account to the account address on file. Your account information is always available online at: <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>.

Permit request by Fax or Voicemail – To fax, use the form we provide (a copy is attached). The fax telephone number is (520) 791-4475. To leave your request by voicemail, call (520) 791-4536, speak slowly and clearly. Please make sure you have the following information before you leave your message at (520) 791-4536.

1. Your name and the name of your company
2. A telephone number we can call to tell you your activity number
3. Your APA Account number.
4. The complete job address including any applicable space or unit numbers.
5. Specify if this is a NEW Electrical Reconnect or the 15 day Temp program on an existing permit number. (if this is a 15 day, please leave the permit number)

Failure to leave accurate information may result in a delay in issuing your permit.

Message processing - Messages are removed from the APA voicemail by 2:30 p.m. daily. If you call before 2:30 p.m., your permit requests will be processed by 3:30 p.m. If you call after 2:30 p.m., your permit requests will be processed the following workday.

Fax processing – Faxed requests received by 2:30 p.m. daily will be processed by 3:30 p.m. the same day.

Every attempt will be made to contact you with a permit number the day the permits are processed. If we contact you after 3:30 and an inspection is needed for the following business day, we will hand write the inspection for you if requested. If you have requested more than 10 permits at a time, every attempt will be made to issue the permits that day. If this is not possible, staff will telephone you and advise you when the permits will be completed.

Inspections – To request an inspection, call the automated interactive inspections line at 520-740-6970. You must have your permit number and the Inspection codes. Both code numbers must be entered on the call. The codes are: 02070 ELECTRIC RECONNECT and 02090 ELECTRIC FINAL.

To leave information for the Inspector push the appropriate number as directed and you will be prompted to leave a short voicemail. If you want to meet the inspector, ask for a 30 minute in advance call and leave your name and phone number. If the home is vacant, you may leave a Lockbox code and your name and number in case they need to get a hold of you. Anything to help the inspector find and get inside the property will insure you get the inspection you need.

Important contact information:

To request a permit by voicemail	520-791-4536
To request a permit by fax	520-791-4475
To request an inspection	520-740-6970

For your APA balance <http://www.tucsonaz.gov/webapp/DevSvcsWebApp/Apa>
For questions about your account email us at COTDSDPERMITS@tucsonaz.gov



REALTOR FORM

**APA Permit Request
City of Tucson
Fax to 520-791- 4475**

Complete all blanks, write legibly, do not abbreviate.

Project Address: _____

Date of request: _____ **Realtor Name:** _____

Name of applicant: _____ **Phone No.:** _____
(if other than Realtor)

APA #: _____

1. This is a request for a new ELECTRICAL RECONNECT _____ (X)

2. This is a request for a 15 Day Temporary Power connection _____ (X)

**An inspection was conducted on _____ for Activity Number: _____
and this qualifies for the 15 day Temporary Power program.**

Energize date to be: _____

I understand the power will be disconnected at the end of the 15 days and that no one is currently residing in this property.

Signature of Applicant: _____ **Date:** _____

By signing, I consent to allow the City of Tucson, Planning and Development Services Department to withdraw permit and permit-related fees from my advance payment account. I understand that there is a service charge for each transaction of \$6.00 for phone request and .50 cents in person. Planning and Development Services Department will mail a copy of the permit and receipt. I understand that the City of Tucson, Planning and Development Services Department is not responsible for unauthorized uses of my account. I CONSENT TO FOLLOW ALL OF THE GUIDELINES ESTABLISHED TO PULL PERMITS THROUGH MY ADVANCED PAYMENT ACCOUNT. I FURTHER UNDERSTAND THAT A PERMIT MAY BE REVOKED IF THE SCOPE OF WORK DOES NOT MATCH THESE GUIDELINES AND NO REFUND WILL BE ISSUED.

**Planning and Development Services Department
City of Tucson
201 N. Stone Ave 1st Floor
Tucson, AZ 85701**