



RELEASE TO CPS ENERGY CHECKLIST

In order to obtain a release from CPS Energy for New Commercial and Residential Construction, the required inspections must be passed as indicated on this checklist. To expedite your utility release, Development Services Department (DSD) suggests the following:

- Link your trade permits to the building permit.
- If you obtain your permit online:
 - Provide a detail description of the work you plan to perform
 - Include the suite number in the statement of work (if applicable)

For more information on these inspections, please **contact DSD at (210) 207-1111, Option 0.**

Temporary Meter on Pole (TML)

Construction Trailer only

AP No. _____ Electrical Final

All other construction

AP No. _____ Electrical Final

AP No. _____ Building Permit

Work with CPS Checklist

Residential – can be released without an inspection

Commercial

AP No. _____ Electrical Partial/ Final

Residential TOPS Release*

AP No. _____ Bldg. Foundation/Frame

AP No. _____ Electrical Rough-in

AP No. _____ Plumbing Rough-in and
Top out (or partial
pending installation of
master tub)

Water pipe in slab

Underground waterline

AP No. _____ Sewer – Final

AP No. _____ Gas Rough-in

AP No. _____ Mechanical Rough-in

***Residential and Commercial TOPS Final -
Ensure no outstanding fees on TOPS Permit**

Commercial TOPS Release*

AP No. _____ Bldg. Foundation/
Partial Frame

AP No. _____ Electrical Partial
Rough-in

AP No. _____ Plumbing – Partial
Rough-in

Top out - Partial

Water pipe in slab - Partial

Underground waterline-Partial

AP No. _____ Sewer –Final

AP No. _____ Gas-Partial Rough-in

AP No. _____ Mechanical- Partial
Rough-in

Gas Release**

AP No. _____ Mechanical Rough-in
and Final

AP No. _____ Plumbing Rough-in
Top out and Final

Water pipe in slab

Underground waterline

AP No. _____ Gas-Rough-in and Final

AP No. _____ Sewer-Final

Permanent Electrical**

AP No. _____ Electrical-Final

AP No. _____ Plumbing-Final

AP No. _____ Sewer-Final

AP No. _____ Mechanical-Final

AP No. _____ Building-Final

AP No. _____ Gas Final (If applicable)

AP No. _____ Irrigation (If applicable)

****Gas and Electrical - Ensure no outstanding fees on
ANY permit.**