



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 104a**  
Temporary on Permanent Set (TOPS)  
Electrical Permit (**New Construction**)  
(Residential and Commercial)

DATE: January 5, 2006  
*Revised May 17, 2012/August 1, 2014/November 5, 2015*

CREATED BY: Field Services Division

---

**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update IB 104a for temporary on permanent set (TOPS) electrical permit (new construction) for both residential and commercial. This bulletin has been updated to clarify the requirements for TOPS permits.

DSD requires that each building or structure have all permits finalized prior to giving a final approval to the utility company (CPS Energy) authorizing them to energize the electrical service.

**Scope:**

The approval/authorization to CPS can be given at an earlier stage provided the following requirements have been met:

- A licensed electrical contractor registered with the City of San Antonio shall obtain a TOPS permit and requests that it be attached in the City computer system to the main building permit for the address. (TOPS permit is in addition to the main electrical permit)
- The electrical service must be complete along with all grounding requirements, and the electrical conductors originating from the service equipment must be terminated in an approved electrical manner.
- The building permit on new residential construction shall have an approved foundation and complete frame inspection. The building permit on new commercial construction shall have a complete foundation and at minimum a partial frame inspection.
- On new residential construction all trade permits must have approved rough-ins and water pipes in slab and a complete plumbing top out, (or at least a partial top-out pending the installation of the master bath tub.) On new commercial

- construction all trade permits must have a minimum of a partial rough in and water pipes in slab including a partial plumbing top out.
- The plumbing sewer and plumbing underground water line permit shall have an approved final inspection on both commercial and residential.

The TOPS permit is intended to allow the building or structure to receive its electrical service at a stage prior to having all final inspections completed. This would enable electrical equipment to be checked properly and also allow climate control of the interior for completion of building finishes.

The allowance of the TOPS permit and its release in no way should be used to allow home/business owners to occupy the building or structure. The building or structure must meet all the necessary requirements of all trades prior to allowing it to be occupied.

Should you have any questions on this process, please contact the Electrical Inspections Supervisor at (210) 207-8286 or the Development Services Manager at (210) 207-2750.

**Summary:**

This Information Bulletin is for informational purposes only.

**Prepared by:** Gary Kreutziger, Electrical Inspections Supervisor  
**Reviewed by:** Patrick Polosky, CBO, Development Services Manager  
**Authorized by:** Michael Shannon, PE, CBO, Assistant Director