



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 104b**  
Temporary on Permanent Set (TOPS)  
Electrical Permit for Existing Structures

DATE: October 14, 2005/*Revised November 4, 2013/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 104b for temporary on permanent set (TOPS) permits for existing structures. This bulletin has been updated to clarify the requirements for the TOPS permit.

**Scope:**

The TOPS permit on an existing structure is only for the purpose of providing contractors with temporary electrical power for repairs to the structure. The utilization of this type of permit would eliminate the need to build a Temporary Meter Loop (TML) to provide temporary power.

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

- A licensed electrical contractor registered with the City of San Antonio shall obtain a TOPS permit and request that it be linked in the City computer system to the main building permit for the address. A TOPS permit is a separate and additional permit from the main electrical permit.
- The existing electrical service must be in good condition and comply with the City electrical code including all grounding requirements.
- The electrical loads originating from the existing service equipment must be disconnected and safeguarded from accidental energizing.
- Temporary GFCI protected outlets must be provided at the service equipment location for the purposes of providing construction power.

A TOPS permit is not an approval for persons or property to occupy the structure without proper approval. The structure must meet all the necessary City requirements prior to it being occupied by persons or property.

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