



UTILITY RELEASE AFFIDAVIT

Regarding Address: _____

I, _____ the owner or agent of the above listed property, do hereby request that the electric and water service to this property be released from hold to enable me to make the necessary repairs. Pursuant to the St. Petersburg City Code, Section 8-233, the Codes Compliance Assistance Department is responsible for determining whether the utilities can be released for the purpose of making repairs.

I agree that I will not occupy or permit anyone to occupy the structure until the property is brought into compliance with minimum property maintenance codes and an inspection conducted to verify such compliance.

I understand that regardless of whether the electric and water service to this property are released from hold, I am responsible to correct all minimum property maintenance violations and the City shall not have assumed any liability or responsibility for the condition of the property or any damages or injury that may result from the restoration of utilities or occupancy of the structure.

I intend to become the homestead occupant of this structure and understand that if I refuse consent to any future inspections to verify compliance with the minimum property maintenance code, I am still responsible to correct all minimum property maintenance violations prior to occupancy.

I do not intend to become the homestead occupant of this structure and will consent to future inspections to verify compliance with the minimum property maintenance code.

REQUIRED ADDITIONAL INFORMATION:

Owner Name Phone: _____

Owner Mailing Address: _____

Active Permits: Building # _____ Plumbing # _____ Electrical # _____ Mechanical # _____

A fee may be charged for the required inspection as set forth in Section 12-11 of the St. Petersburg City Code.

I also understand that if I violate this agreement, or falsify any information herein the City may take legal action through the Pinellas County Court.

Signature

Date

**STATE OF
FLORIDA
COUNTY OF
PINELLAS**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath and who appeared before me at the time of notarization.

NOTARY PUBLIC:

MY COMMISSION EXPIRES:

Sign: _____

Print: _____

UTILITY RELEASE INFORMATION AND PROCEDURES

When there are code violations at a property that is vacant, the city may place holds on the utility accounts to prevent utility theft and to prevent occupancy of the property until a thorough code inspection can be made. The Codes Compliance Assistance Department is responsible for making the inspection and determining if the utilities can be released for the purpose of making repairs. In order to request a release of a hold a property owner must take several steps.

1. At the Codes Compliance Assistance Department (One 4th Street North), the property owner must complete a notarized Utility Release Affidavit. Proof of ownership is required. An officer of a corporation (aka Agent) must present a copy of the Articles of Incorporation to prove the officer's authority to represent their corporation. The owner's (or corporate officer's) signature must be notarized and a driver's license is required for identification purposes. If the property owner sends someone else to sign the affidavit, that person must bring a notarized letter of authorization, signed by the owner. Utility release affidavits may be submitted before 4:00 p.m. on Monday, Tuesday, Thursday, and Friday, and before 2:30 p.m. on Wednesdays.
2. The owner must agree not to allow occupancy of the property until all code violations are corrected.
3. The owner must pay a fee to cover the cost of a full minimum code inspection: \$30.00 for the first dwelling unit; \$10.00 for each additional unit; and \$5.00 for each additional rooming unit. Fees are usually waived for rental dwelling units undergoing inspection for the Certificate of Inspection Program.
4. After the affidavit is signed and the fee paid, an appointment will be made for a codes investigator to conduct a full interior and exterior inspection. We make every effort to schedule this inspection within two business days. The owner will be advised of code violations by mail about one week later.
5. Once the inspection is complete, and provided no hazardous conditions were identified during the inspection, the utility account hold will be released to enable the owner to begin repair work. We make every effort to release account holds within one business day of the inspection.
6. After a hold is released, the property owner must contact the utility service company directly to arrange the actual 'turn-on' of utility service.
7. If you need more information on these procedures, please contact us.

Codes Compliance Assistance Department
City of St Petersburg
One 4th Street North
P.O. Box 2842
St. Petersburg, Florida 33731
Telephone: (727) 893-7373
Facsimile: (727) 892-5558
www.stpete.org