

**Please read the following information carefully!**

The following information must be present in a **properly signed** letter from the **PROPERTY OWNER** before this office is authorized to release a temporary meter (power release) to Duke Energy. This letter must be **written on the property owner's letterhead or stationery**. **If letterhead or stationery is not available**, the name, addresses and phone number of the property owner **must be printed legibly** on the top of the letter.

**REQUIRED LETTER CONTENT, TO BE ADDRESSED TO:**

City of Middletown  
Division of Building Inspection  
One Donham Plaza  
Middletown, OH 45042

We are requesting that \_\_\_\_\_ (insert electrical contractor's name) be issued a temporary release on an electric meter before the electrical work is complete at the following address: \_\_\_\_\_ (electric permit no.: \_\_\_\_\_) for a period not to exceed 90 days, for the following reason: \_\_\_\_\_.

We hereby assure that the above mentioned contractor has a signed contract with us to complete the electrical work.

All electrical work shall be installed in accordance with the requirements of the National Electric Code, the rules and regulations of the City of Middletown, and all appropriate building codes.

In consideration of your issuing a temporary release for the connection of the electric service, we hereby agree to assume all responsibility for the electrical installation until such time as the work is inspected, approved and a final certificate of approval is issued, which will be after payment of any outstanding fees at that point of time.

It is further understood that if the work is incomplete or is defectively installed at the time of expiration of the temporary release or Notice of Non-Conforming Work, the release will be revoked and the service may be discontinued.

Sincerely,

---

Owner of Property, or someone of official capacity, signing for the owner of the property