



**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3228 • FAX: (408) 777-3333  
CUPERTINO.ORG

**UTILITY RELEASE REQUEST FORM**

**PURPOSE**

For residential single family or duplex construction, there are cases where gas and electric utilities are requested to be released prior to the issuance of the certificate of occupancy. Upon approval from the building inspector, the City of Cupertino will allow both utilities to be released prior to the final sign-off of the building.

**INSTRUCTIONS**

1. Complete the form and obtain signatures from both the owner of the property and the primary contractor.
2. Email the completed form to [buildinginspectors@cupertino.org](mailto:buildinginspectors@cupertino.org) or deliver to the permit center located at Cupertino City Hall, 10300 Torre Ave, Cupertino, CA 95014.
3. Schedule a Gas Meter Release inspection and/or Electric Meter Release inspection.  
**Please note, a Gas Test inspection is required prior to or at the same time of the Gas Meter Release inspection.**

**BUILDING INFORMATION** (Please complete the following information):

APN:	PERMIT #:	DATE:
SITE ADDRESS:		
OWNER'S NAME:	PHONE #:	EMAIL:
MAILING ADDRESS (if different from site address):		
CONTRACTOR:	PHONE #:	EMAIL:
CONTACT NAME:	PHONE #:	EMAIL:

<b>I certify that no person shall occupy this structure until the Final Building Inspection has been completed and occupancy has been granted.</b>		
Owner: .....	Print: .....	Date: .....
Contractor: .....	Print: .....	Date: .....