



**Building Division**

# LOCK OUT/TAG OUT PROTOCOL

City of Palo Alto (CPA)  
Building Inspection  
285 Hamilton Ave.  
Inspection Request: 650 329-2496

Revision Date: 2011

General Requirements/Checklist for:  
**Residential and Commercial**

Referenced Codes:  
California Code of Regulations T-29  
Palo Alto Municipal Code (PAMC)

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

- Submit with Building Division Conditional Meter Release Form, **lockout/tagout** procedures shall be provided. Procedures shall include OSHA standards. [www.osha.gov](http://www.osha.gov) Provide cover letter with electrician's name and number, what is going to be energized and what will be locked out, job address and permit number.
- Project Conditions (i.e. main service shall have secured access, signage, and be weather tight). **Note: Only General contractor/ Superintendent and Electrical contractor shall have access to energized equipment during Lock out/Tag out.**

### Sample: Lock out/Tag out submittal

#### CONSTRUCTION COMPANY LETTERHEAD

Inspection Services Department  
City of Palo Alto Development Center  
285 Hamilton Ave., 1st Flr  
Palo Alto, CA 94301

Date:

Re: Request for Lock out/tag out approval (Permit # here)

1. Builder/Electrical contractor is requesting Lock out/tag out for project at (job address)
2. Date proposed to energize service: (lockout/tagout procedures must be in place prior to inspection)
3. Explanation of what equipment is to be energized:
4. Remaining Construction and approximate construction time line to completion:

5.	Name	Sign	Date	Valid Phone #
Contractor:	_____	_____	_____	_____
Tenant:	_____	_____	_____	_____
Building Owner:	_____	_____	_____	_____

**Please attach Cal OSHA standard lockout/tagout procedures along with any company lockout/tagout procedures to this submittal. You can obtain the standards from the following link:**

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10718](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10718)