

Complete all information on this request form electronically, and submit the form to the local service planning inspection desk via email. Refer to Utility Manual TD-7001M, *Greenbook*, for inspection desk contact information. The requestor will receive a confirmation email from the inspection desk clerk.

Project Information		Inspection Information	
PM No. (gas)*		GPS Coordinates (Lat/Long)*	
PM No. (electric)*		Valid USA Ticket No.* ¹	
Project Name*		Preferred Inspection Date*	
Subdivision Tract Name*	☐ NA	Preferred Inspection Time Slot*	☐ AM ☐ PM
Subdivision Tract No.*	☐ NA	Requestor Name*	
Address*		Requestor Phone No.*	
Cross Street*		Field Contact Name*	
City*		Field Contact Phone No.*	
Email Address(s) to Receive Pronto Inspection Forms* ² :			

*Must complete all information. Incomplete form will be returned.

¹Record NA (not applicable) for electric overhead inspection only. ²At a minimum, provide email address for the contractor or developer.

Lot # / Bldg. #	Address	Lot # / Bldg. #	Address

Trench Occupants ¹			
☐ Gas	☐ Electric	☐ Cable	☐ Telecommunication

¹If the trench includes gas and electric assets, be sure to record the PM numbers for both utilities in the Project Information section.

Type of Inspection			
☐ Gas Stub Completion ¹	☐ Hot to Socket*	☐ Air Test ²	☐ Electric Equipment* ☐ Subsurface Transformer ☐ Padmount Transformer ☐ Pad for Padmount ☐ Interrupter ☐ J-Box ☐ Poles Set* ☐ Switch ☐ Any Overhead Work
☐ Continuity Check ³	☐ Temporary Power*	☐ Final Meter Set	
☐ Cable Splice*	☐ Cable Pull*	☐ Bell Hole	
Number of Splices:	Length of Cable Pull (feet):	☐ Trench	
☐ Gas Fusion ³	☐ Gas Lay-In		
Type of Fusion:	Size of Pipe (inches):		
Number of Fusion:	Length of Pipe (feet):		
☐ Mandrel >300 Volts*	☐ Electric Conduit/Substructures		
Length of Conduit (feet):	☐ Enclosure		
☐ Mandrel <300 Volts	☐ Pre-Meter/Manifold Installation Meeting ☐ Gas Pipeline Operations and Maintenance ☐ Field Services		
Do you have an approved mandrel? ☐ Yes ☐ No			
Total footage of all conduit runs (feet):			
Conduit inspected and backfilled? ☐ Yes ☐ No	☐ Electric Final Walk-Through*	☐ As-Built Review	
☐ Other Inspection Type (enter code from Table 1, Page 2):			

*Requires qualified electric worker.

¹Record the lot and/or building number in the Lot # / Bldg. # column, and record the address for each stub completion.

²Do not air-test until qualified PG&E inspection personnel are on-site.

⁴Clerk contacts inspector to confirm hours needed to complete the job.

Notes:

Table 1. Required Inspector Based on Type of Inspection (excerpts from Utility Manual TD-4462M, Table 1)

Code ¹	Type of Inspections ²	QEW	Gas CIO
C01	Trench (gas only, electric only, shared, joint, backfill)	—	✓
C02	Temporary power in trench or buried conduit	—	✓
C03	Gas electrofusion	—	✓
C04	Gas pipe lay-in or tie-in	—	✓
C05	Continuity check	—	✓
C06	Air test	—	✓
C07	Bell hole	—	✓
C08	Pre-meter or manifold installation meeting	—	✓
C09	Clearance (working space)	—	✓ ³
C10	Meter rooms or cabinets (gas)	—	✓
C11	Barrier posts	—	✓
C12	Gas stub completion or gas tie-ins	—	✓
C13	Houseline inspection for meter set installation (GDS J-15)	—	✓
C14	Install conduit and mandrel into hot box (secondary, <300 volts)	—	✓
C15	Panel inspection (≤400 amps)	—	✓
C16	Panel board construction (residential)	—	✓
C17	Gas as-built documents	—	✓
CB00	Field meet	✓	✓
CB01	Pre-construction meeting	✓	✓
CB02	Pre-HDD cross bore inspection and review	—	✓
CB03	Pole quadrant	—	✓ ³
CB04	Panel conduit	—	✓ ²
CB05	Customer-owned poles with or without panel installed	—	✓ ⁴
CB06	Electric substructures (pads, boxes, enclosures, retaining walls, vault)	—	✓ ⁵
CB07	Ground rod/hardware	—	✓ ²
CB08	Mandrel (cold box)	—	✓ ²
CB09	Streetlight (conduit and inspection only)	—	✓ ²
E00	Standby inspector	✓	—
E01	Temporary power with overhead (OH) electric	✓	—
E02	Install conduit and mandrel into hot box (primary, >300 amps)	✓	—
E03	Mandrel conduit (>300 volts)	✓	—
E04	Panel inspection (>400 amps requires QEW)	✓	—
E05	Electrical equipment/installation (transformers, switches)	✓	—
E06	Panel board construction (commercial)	✓	—
E07	Meter rooms and cabinets – electric	✓	—
E08	Cable pulling or splicing (primary and secondary)	✓	—
E09	Wire or cable termination into hot box	✓	—
E10	Streetlight (connection)	✓	—
E11	Hot-to-socket (energized)	✓	—
E12	Electric final walk-through and inspection	✓	—
E13	Electric as-built documents	✓	—
W01	1-year warranty inspection		
W02	2-year warranty inspection		

¹C = Priority goes to CIO (gas) inspector. **CB** = May require both CIO (gas) and QEW per Footnote 2. **E** = Requires QEW inspector.

²Gas Centralized Inspection Operation (CIO) is a preferred resource; however, inspection may also be performed by a qualified electrical worker (QEW) if gas inspector is not available.

³Inspector may need QEW support, depending on detail of drawing.

⁴If pole is a used pole, QEW is required to test for climbing. If pole is a new pole, gas CIO is enough.

⁵QEW is required to inspect the reconfiguration of existing primary circuitry.