Applicant Design Process

	CUSTOMER ACTIONS	PG&E ACTIONS	
	iii ≤66 CALENDAR DAYS from Application Submission to Application Approval		
APPLICATION & INTAKE	Submit your application through YourProjects.pge.com Provide project details and required documents such as floor plans, line drawings, site plans, and load sheets. Refer to the Applicant Design Guide (ADG) for other required information. Pay Engineering Advance, if applicable. Follow the PG&E Greenbook guidelines.	PG&E Job Owner to contact Customer within 3 business days to: Verify project details. Verify documents and load details. Discuss installation date and provide timeline. Schedule job site walkthrough, if applicable.	
ENGINEERING & DESIGN	 Submit preliminary key sketch after globals meeting, if applicable. Submit design and joint trench composite, if applicable. Requests for scope changes after original design is complete may impact schedule and costs. 	Review load requirements and system capacity. Issue globals and coordinate globals meeting. Review preliminary key sketch, if applicable. Approve design and provide Customer with estimated cost of project. Prepare and send contract to Customer.	\
DEPENDENCIES	Sign & pay your contract at YourProjects.pge.com or DocuSign. Unsigned contracts and cost estimates expire after 90 days. To avoid additional costs, execute your contract within 90 days (see form 62-0982, Section 25 at pge.com/greenbook). Complete any easements or land requirements as directed by your Job Owner.	Process contract payment. Confirm all required Customer and PG&E dependencies are cleared, including land/easements, permitting, and clearances. *Time for Agency to provide permits to PG&E is not included.	าะ 📆 182 CALENDAR DAYS¹
SITEREADINESS	 □ Complete Customer site construction. □ Complete any agency or PG&E required inspections. □ Complete any necessary tree trimming and stake Customer-owned facilities before the crew arrives. □ Maintain site in ready state. 	PG&E: 25 DAYS Schedule pre-construction meeting. Review site readiness and inform Customer of actions needed. Schedule clearance and notify Customer, if applicable. Provide construction schedule and installation date to Customer. Work with Applicant Designers, internal stakeholders and customer/civil to resolve any onsite pre-construction issues.	kE Responsibilities Post Application:
CONSTRUCTION	 Keep your site clear and make sure crews have easy access. Provide PG&E with meter releases from Authority Having Jurisdiction (AHJ). Contact PG&E if there are any changes that will prevent the job from being completed. 	Perform final inspection. Crews perform work onsite. Schedule meter set request.	Average timeline for PG&E Responsibilities Post
SERVICE ENERGIZATION	☐ Talk to your Job Owner to find the best rate for your energy usage.	Restore site as required by permit. Start billing process. Close out project.	

PG&E strives to meet customer project timelines, but complex cases may extend beyond our average timeline. At least 5% of projects may take up to the maximum 357 days. For statewide energization timelines and targets, see the CPUC factsheet on D.24-09-020.

Questions? We are here to help.

For application questions.



Scan or call the Building and Renovation Service Center at 1-877-743-7782. Learn about our design and construction requirements.



Scan to download the Greenbook Manual.

Delayed service connection? File a Delayed Energization Report.



If you cannot resolve a delayed timeline with PG&E within the maximum targets, you may **scan** to file a delayed energization report with the CPUC.