



# New Electric Service for Your Business

## Project Checklist



After applying for new, upgrades or changes to existing electric service, you will be assigned a Pacific Gas and Electric Company (PG&E) representative.

To further assist in the next phase of your project, we suggest you or your contractor fill out the checklist below to prepare for your site assessment with PG&E. If you are having difficulty obtaining certain information, please contact your assigned PG&E representative to help make sure your project meets the technical requirements.

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- Are your building or renovation plans approved by your city or county building and planning departments, and have all permits been issued before construction begins?  Yes  No
  - Have you selected a rate that best fits with your business needs?  Yes  No  
**TIP** For help determining the best electric rate, refer to the What If Tool at [www.pge.com/ratetools](http://www.pge.com/ratetools) or call the PG&E Business Customer Service Center at 1-800-468-4743.
  - Does your area mainly receive electricity by overhead service wires?  Yes  No  
**TIP** If you are unsure, you can still apply and we will work with you to determine if you have overhead service.
  - Are you planning to change your overhead service to underground service instead?  Yes  No
  - What electrical load are you installing or adding at your business? \_\_\_\_\_  
**TIP** For help determining your electric loads, PG&E recommends you consult your contractor or electrician. Things to consider:
    - The size of your building(s) (in square feet): \_\_\_\_\_
    - The number and size (in tonnage) of your air conditioners: \_\_\_\_\_
    - The type of heating system, if it is electric or gas: \_\_\_\_\_
    - Size (in horsepower) of motors and pumps: \_\_\_\_\_
    - Do you have single-phase or three-phase equipment? \_\_\_\_\_
    - What voltage does your equipment use? \_\_\_\_\_
    - Are there plans to install an electric vehicle charging station?  Yes  No

- Are there plans to install solar or electrical generation equipment?  Yes  No

**TIP** If you plan to install equipment to generate your own power you will need to follow PG&E's process for Net Energy Metering.

For details regarding solar installations visit [www.pge.com/solar](http://www.pge.com/solar).

For more details about Net Energy Metering visit [www.pge.com/NEM](http://www.pge.com/NEM).

- Will you or a contractor be trenching and backfilling?  Yes  No

**TIP** If you elect to trench and backfill on your own, you will be responsible for obtaining any permits required by your city or county building and planning department. Customers are responsible for trenching and permit costs. You will also be subject to rigorous PG&E safety inspections. Two business days before you dig, call Underground Service Alert at 8-1-1 Monday through Friday from 6:00 a.m. to 7:00 p.m. except for holidays or visit [www.call811.com](http://www.call811.com) for more information.

- If you are planning to relocate your electric meter, indicate new location:

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**TIP** To find preferred electric meter locations refer to PG&E's GREENBOOK, a reference manual containing helpful information such as technical specifications and drawings, at [www.pge.com/greenbook](http://www.pge.com/greenbook) in the following sections:

- [Electric Service—Overhead](#)
- [Electric Service—Underground](#)

If you are also requesting a gas service, make sure you have adequate separation between the gas and electric meters. For details refer to the following [Gas Services](#) section:

- If you are requesting underground service, have you or your contractor checked the path from your proposed meter location to the street and made sure it's clear of water and sewer pipes, trees or other obstructions?  Yes  No

**TIP** To find out more details visit Underground Service Alert (USA) at [www.call811.com](http://www.call811.com).

- If you are requesting overhead service, have you trimmed the trees and cleared all other obstacles?  Yes  No

**TIP** Your service wire must have at least 12 feet of clearance at certain points. For more details refer to the [Ground Clearances for Supply Service Drops](#) section in PG&E's GREENBOOK

- In order to provide your business with electricity, will PG&E's service wires be required to cross a property other than your own?  Yes  No

**TIP** You may need to obtain a "right of way" document.

- Will you require temporary electric power for the construction site of your new business building project?  Yes  No

**TIP** For more details on temporary power refer to the Getting Started Guide: Electric Service, Temporary Construction Power at [www.pge.com/NewConstruction](http://www.pge.com/NewConstruction).

For more information on how PG&E can help with building and renovation projects for your business, visit [www.pge.com/NewConstruction](http://www.pge.com/NewConstruction) or call 1 877 743 7782.