

Working with SDG&E® On Your Building Project

A Step-by-Step Guide

SDG&E® is dedicated to providing safe and reliable energy. Whatever your project needs, SDG&E is here to work with you. Our service order process will help you to complete your project quickly and efficiently. As part of this process, an SDG&E Service Coordinator will manage your job from start to finish and will be available to answer any questions you might have along the way.

YOUR SERVICE ORDER ACTION PLAN

By following the steps below, you can help make sure your project stays on schedule:

- ❶ **Contact the Building Department of the city your project is in (San Diego County for unincorporated areas) to obtain your electrical permits.** An excavation permit may also be required if your project will require digging on city or county streets. When calling for your electrical permit, verify if you will need an excavation permit as well.
- ❷ **Call SDG&E at 1-800-411-SDGE (7343) to set up your billing account.** Your new service request will be assigned to a Service Coordinator who will advise you of any additional information you will need to submit for your job. Your Service Coordinator can also coordinate/schedule meetings with a planner, trench inspector or construction crew.
- ❸ **Submit payment fees to SDG&E via U.S. mail.** Your SDG&E Planner will provide you with a work order package, which will include notification of any fees associated with your job.

- ❹ **Plan the installation of your electric meter panel and electric conduit,** following the written instructions on the “Meter Location and Service Order” form included in your work order package.

- ❺ **If applicable, call other utilities to coordinate the installation of phone and cable television service.** If gas service is needed in Orange County, contact Southern California Gas Company. For projects in San Diego County, your SDG&E planner will help you coordinate the installation of both gas and electric service.

EARLY CONSTRUCTION

You are responsible for providing the trench, conduit and any other associated work required for the installation of your new underground service. During this phase of your project, you will work closely with an SDG&E Inspector, who will advise you regarding what is needed to meet safety and construction requirements.

- ❶ **At least 48 hours before you plan to trench, call USA Underground Service Alert at 1-800-227-2600 to**

UNDERGROUND ELECTRIC SERVICE

have the location of existing utility lines identified.

This free service helps prevent accidental digging into utility lines.

- 2 Call your Service Coordinator to arrange for a pre-construction meeting with the Trench Inspector for your job. Some of the topics that should be discussed include:

- Trench depth, route and fill materials.
- Acceptable conduits and other required materials.
- The separation and location within the trench of different utility lines (electric, gas, telephone and cable TV services).

Steps 3-6 may require individual inspections. Your SDG&E Inspector will keep you informed throughout the inspection process.

- 3 Install your meter panel following the written instructions on your Electric Meter Location and Service Order.
- 4 Complete your trenching work and install your electric conduit, following the instructions on your Electric Meter Location and Service Order. Your SDG&E Inspector can provide you with further direction to complete this work.
- 5 Add acceptable shading material (typically sand or other suitable material), as directed by your SDG&E Inspector.
- 6 Backfill the trench and compact to meet city or county codes; call SDG&E for your final inspection. As part of the final inspection, the SDG&E Inspector will have you mandrel the conduit, a process that ensures the conduit is clear for the SDG&E crew to pull wire to your meter panel.

FINAL CONSTRUCTION

At this point, the SDG&E Inspector has inspected and given final approval of the trench & electric conduit you provided for your electric facilities. You are now ready to obtain the final inspection of your project from the city or county, which will include your electric panel and the wiring into and within the building.

- 1 Contact the city your project is in (County of San Diego for unincorporated areas) and schedule a final city/county inspection of your metering equipment & internal wiring. This final inspection from the city or county is required before your meter can be installed.
- 2 The city or county will notify SDG&E of the final inspection within two working days.

It is not necessary for you to call SDG&E and make further arrangements to have your electric meter installed. Once SDG&E receives notification of final city/county inspection, a crew will be scheduled to connect your electric service and install your meter within five working days. If you would like to find out when you are scheduled to receive your meter, contact your Service Coordinator.

To avoid a delay in scheduling a crew to connect your service, make sure you have done the following:

- Contact SDG&E (1-800-411-SDGE) to set up your billing account.
- Obtain final inspection from SDG&E.
- Obtain final inspection from the city/county.



COMMON TERMS & DEFINITIONS

Shading Installation:

A minimum cover of 6 inches of compacted shading material (6 inches after compaction) shall be required above the gas pipe and electric conduit. A minimum cover of 12 inches of compacted shaded material will be required if, in the opinion of the Trench Inspector, there is an excessive amount of rocks and clods in the backfill material. The shading material must be installed and compacted at each level before installing the next utility. Gas pipe shall never be concrete or slurry (concrete with no gravel added) encased, and shall have the proper base, shading, backfill and compaction.

Backfill Material:

The material used for backfilling the trench above the shading material and extending upward to the sub-grade shall be free of rocks or clods larger than 6 inches in any dimension. The coarse material shall be well-distributed throughout the finer material. The amount of rocks or clods shall be limited, at the discretion of the Inspector, to allow for bar testing for gas leaks.

Compaction:

Shading and backfill shall be in accordance with governmental agencies and shall have a minimum of 90 percent relative compaction.

All base, shading, and backfill material must be approved by an SDG&E Inspector.

Mandreling :

After conduits are installed, they must be mandreled by the conduit installer to check the inside diameter and provide a path free of obstructions. In each conduit run, use a mandrel equivalent to the size conduit being mandreled. The mandrel must be sized to the smallest inside conduit diameter for the total length

of the run. If the mandrel will not pass through an obstruction, the conduit must be replaced or repaired at that point by the installer.

Pulling Tape:

The conduit installer must provide 3/4 inch pulling and measuring tape (Stock Number 721700) in each conduit. The pulling tape must be approved by SDG&E and have a minimum average tensile strength of 2500 lbs. Pulling tape tails of 24 inches shall be secured at each end of the conduit.

If you consistently work with SDG&E, register today at <http://myprojects.sdge.com> and submit your project requests and view real-time project information 24/7. Access project information such as inspection status, meter set date, billing application status, service completion info, and receive email notification of planning and construction related events.



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*Serving you today.
Planning for tomorrow.®*

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