



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 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.

For more details about Net Energy Metering visit 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 for more information.

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

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 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.

- 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.

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