

Requirements for Upgrade or Relocation of Existing Commercial Electric Service

Customer Responsibilities

1. Obtain building and electrical permits from the appropriate municipality. Obtain easements and tree-trimming permits if required.
2. Complete the *Request for Upgrade or Relocation of Existing Commercial Service* form. See pages C-7 and C-8.
3. Provide a hard copy of the scaled plot or site plan that was submitted for the building permit. The site plan must show the preferred ground level service and meter locations. Include the electrical room(s) and switchgear specifications, if applicable. Refer to *Appendix A, Required Files for Service*.
4. All pertinent documents, such as the signed *Line Extension Cost Agreement*, permits, and easements—as well as any money owed to PGE—must be received by PGE prior to the final inspection of the service by PGE and before a PGE line crew can be scheduled to connect your service.
5. Before digging a trench, contact the Service and Design Project Manager (SDPM) for design approval.
6. All costs associated with digging trenches, installing pads, vaults, conduit, handling road crossings, and permits are the responsibility of the Customer.
7. Right-of-way excavation must be performed by a PGE-approved contractor. Contact the SDPM for further information.
8. Arrange a preconstruction meeting between the excavation contractor and PGE at the job site.
9. Request an inspection by PGE and obtain PGE approval of the trench, conduit, and vault before backfilling.
10. After passing the appropriate municipal electrical inspection, request an inspection by PGE by contacting a Service Coordinator at 800-542-8818 or 503-323-6700 in the Portland metro area. PGE will not energize the service until all inspections have been performed.
11. Contact the Oregon Utility Notification Center (OUNC) for location of underground utilities. Call 8-1-1, 800-332-2344, or 503-246-6699 in the Portland metro area, or visit www.callbeforeyoudig.org.

PGE Responsibilities

1. PGE prepares an installation design and determines the Customer costs from PGE, if any. Allow 60 days for preparation of an installation design.
2. PGE inspects all electrical services, trenches, conduits, and vault systems.
3. PGE schedules the connection of service after all Customer responsibilities have been met.