

**ELECTRIC APPLICATION  
TEMPORARY ELECTRIC SERVICE**

**THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE IT CAN BE PROCESSED. SHADED AREAS ARE FOR CPAU USE ONLY.**

*This form will be sent back to the applicant after review.*

- THIS APPLICATION IS FOR TEMPORARY SERVICE ONLY. A SEPARATE "UTILITY APPLICATION" MUST BE COMPLETED FOR THE PERMANENT SERVICE.
- SUBMIT THIS FORM TO THE BUILDING DEPARTMENT 285 HAMILTON, PALO ALTO, CA 94301 OR FAX TO (650) 566-4536 OR DELIVER IT TO 1007 ELWELL CT., PALO ALTO, CA 94303
- FOR QUESTIONS CALL THE ELECTRIC ENGINEERING MAIN LINE AT (650) 566-4500.

Building Department Permit Number:		Utilities Engineering Permit Number:	
Project Address:		Date:	
Name of Applicant / Company:		Tel:	
Address:	City / State:	Zip:	Email:
<b>**BILLING INFORMATION**</b>			
Name:		Tel:	
Address:	City / State:	Zip:	Email:

**SERVICE TYPE (check appropriate boxes)**     Overhead                       Underground                       Commercial                       Residential

**\*\*Attach a site plan (and a photograph of proposed service location) showing the outline of the dwelling, property lines, existing and proposed service locations. \*\***

SERVICE INFORMATION	REQUESTED (Check appropriate information)		
Service Voltage	120/240V 1 phase	120/208V 1 phase	120/208V 3 phase
Service Location	Temp Post	Portable Building	
Main Switch Size (Amps)	100 Amp	200 Amp	Other (specify): _____

Electric Service Information (CPAU Use ONLY)		Service Order Number		
Estimated Demand	kVA	Transformer kVA and Type		
Map Number		Transformer Number(s)		Pole #
Fees	\$	<b>Minimum AIC rating of Electric Panel for requested service:</b>	<b>,000 A Sym at</b>	<b>V for 1 phase, 3 wire</b>
			<b>,000 A Sym at</b>	<b>V for 3 phase, 4 wire</b>

- ALL work per NEC and CPA Standards.
- CALL the Electric Engineering Main Line 566-4500 to have the TEMP POST or PORTABLE BUILDING location marked prior to installation.
- All work must be inspected and approved by the CPAU Inspector (650-496-6977) and Building Department (650-329-2496) prior to final connection by Electric Operations.
- Call Electric Operations (650-496-6914) for a service Disconnect / Reconnect.
- AIC Rating for the electric panel proposed for the above project must be at least \_\_\_\_\_,000amps (line to neutral)
- Installation will be granted 1 -2 business days after all fees are paid.

Approved by:	Tel:	Date:
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## Request for Temporary Electric Service

Service Address	
Street # _____	Street Name _____

**\*\*To be completed by the party paying for the monthly usage on the temp power meter\*\***

Contractor or Owner Information		
_____ Company or Owner Name (One applicant only)	_____ Phone Number	
_____ Billing Address: Street # and name		
_____ City	_____ State	_____ Zip Code
_____ Primary Contact Person	_____ Contact Phone	
_____ Email Address		
_____ Federal Tax ID (If company only)	_____ Social Security Number (If owner)	

*This is to confirm that temporary electric service has been requested by the above party and that all charges for such service will be billed to them until the temporary service account is closed or permanent power has been set.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# A GUIDE TO THE CITY OF PALO ALTO UTILITIES DEPARTMENT ELECTRIC SERVICE APPLICATION PROCESS

*The following procedure is intended to help you understand how your Utility Service Application for an electric service connection at your electric panel is normally processed.*

1. Customer presents to **BUILDING DEPARTMENT (BD)** (Development Center - 285 Hamilton Ave.) a completed "UTILITY SERVICE APPLICATION" for Commercial or Residential Electric Service including all service demands and **SITE and ELEVATION PLANS SHOWING THE ELECTRIC PANEL AND THE PROPOSED SERVICE LOCATION. NO FULL-SET SUBMITTALS PLEASE.** BD forwards the plans and application to UTILITIES ELECTRIC ENGINEERING ("UEE") for Utilities' review and approval.
2. UEE reviews plans and application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.** UEE assesses the work required to furnish service to meet customer's needs, as specified in the application, within **30 BUSINESS DAYS.** UEE will either send an invoice for Advance Engineering Fees, to cover cost of preparing project estimate, or for standard connection fees, for simpler projects. **You must have an approved electric application on file in UEE to schedule a disconnect / reconnect request.**
3. For **TEMPORARY ELECTRIC SERVICE APPLICATIONS,** present the "TEMPORARY ELECTRIC SERVICE" application to BD. Application will be approved within 1 BUSINESS DAY and an invoice will be sent to the customer. **TEMPORARY SERVICE WILL BE INSTALLED BY ELECTRIC UTILITY FIELD OPERATIONS WITHIN 1 – 2 BUSINESS DAYS FOLLOWING RECEIPT OF FULL PAYMENT AND PANEL APPROVAL, EVIDENCED BY INSPECTION METER RELEASE TAG.** Customer is responsible for contacting BD for panel inspection.
4. After plans are approved, UEE prepares the utility connection charges (if applicable) for the installation of the service and meter(s). The utility connection charges will either be attached to the Building Permit Plans or mailed to the customer. **It is the customer's responsibility to be aware of this billing and to make prompt payment.** Utility connection charges must be paid prior to the scheduling of any work performed by the City of Palo Alto. **PERMANENT UTILITY SERVICES WILL BE INSTALLED BY ELECTRIC UTILITY FIELD OPERATIONS BETWEEN 30 AND 40 DAYS FOLLOWING RECEIPT OF FULL PAYMENT AND COMPLETION BY ANY WORK REQUIRED OF APPLICANT.**
5. **After the electric panel or TEMP POST/TEMP SERVICE STRUCTURE passes inspection, the BD will "yellow tag" the electric meter** and send an electric meter set release tag to UTILITIES CUSTOMER SERVICE CENTER (SECOND FLOOR - CITY HALL BUILDING) which will establish an account for billing purposes. **Underground Trench inspection must have a "green tag" before final building inspection.** The Utilities Customer Service Center will check that all fees are paid before sending the electric meter installation tag to ELECTRIC OPERATIONS DISPATCH for meter installation. **ELECTRIC METER(S) WILL ONLY BE INSTALLED WITH FINAL INSPECTION TAGS IN PLACE. The Customer is responsible for coordinating ALL inspections with either the Building Department AND / OR Electric Operations Dispatch.**
6. YOUR UTILITY SERVICE IS NOW COMPLETE - THANK YOU FOR YOUR APPLICATION.

*The following directory will assist you if you have any questions throughout the installation process.*

## ASSISTANCE

- **BUILDING DEPARTMENT (Development Center - 285 Hamilton Ave.)**  
Development Center General Number ..... 329-2496
- **BUILDING INSPECTION (Development Center - 285 Hamilton Ave.)**  
Inspection Scheduling..... 329-2496
- **UTILITIES ELECTRIC ENGINEERING**  
Contact - Electric Engineering, 1007 Elwell Ct. Office ..... 566-4500
- **UTILITIES CUSTOMER SERVICE CENTER (2<sup>nd</sup> Floor, City Hall)**  
Customer Service Representatives ..... 329-2161
- **ELECTRIC OPERATIONS DISPATCH (Municipal Service Center, MSC)**  
For Disconnect / Reconnect and Meter Installation..... 496-6914
- **UNDERGROUND TRENCH INSPECTION (Municipal Service Center, MSC)**  
Contact - Inspection Supervisor ..... 496-6977

# City of Palo Alto, Utilities

Electric Engineering Division



## OVERHEAD TEMPORARY ELECTRIC SERVICE CHECKLIST

Dear Palo Alto Resident/Contractor,

The objective of this informational sheet is to help complete your project in a smooth and efficient manner, thus avoiding unnecessary delays, corrections and additional inspections.

Please remember that it is your responsibility to insure that projects conform to Palo Alto Electric Service Requirements. Electric Operations Crews will not connect non-compliant services.

We invite you to visit our website to consult our Electric Service Requirements Manual. Feel free to download it and print it in part or in its entirety. It is advisable to do so at the designing stage of your project. You can find us at: [www.cityofpaloalto.org/ElectricServiceRequirements](http://www.cityofpaloalto.org/ElectricServiceRequirements)

Any new or upgraded overhead electric service requires inspection and approval from a Building Department inspector prior to energizing. Electric Operations Crews will connect an electric service only if it was inspected, passed and received a yellow sticker of approval.

Please go over the checklist below before calling to schedule an inspection. Check each item as you verify that your project complies. Keep in mind that this is just an aid to you and in no way or manner excludes other parts of your project that are not listed here from having to meet our standards and to be in compliance with applicable requirements. Also, you'll find a sample of typical service requirements in the back of this page.

- Building Permit application
- Utility Service Application
- Pay fees
- Call customer service for Account set-up & appointment for disconnecting old service
- Consult CPAU Dwg. SR-TS-O-1006 and SR-TS-O-1007 for details.
- Correct placement of electric meter, electric panel and clearances with respect to other utilities. (Gas)
- Correct clearances between conductors and structures (see back of page)
- Correct lengths of wire for splicing/connecting the service (24" min. extending from weather head)
- Call Building inspections for Final – issues a meter "set tag" and yellow sticker
- Call Utilities Customer Service to arrange "Temp Service" connection
- Contact Customer Service for disconnect / removal of "Temp Service"

For your convenience, we are including a list of telephone numbers to call when in need of additional information or to schedule inspections.

- Building Department (Inspections).....(650) 329 2496
- Electric Meter Shop.....(650) 496 6978
- Dispatch .....(650) 496 6914
- Utilities Customer Service .....(650) 329 2161

(Please make sure to have both, the "Green" and "Yellow" Stickers on your inspected service)

**PLEASE REMEMBER:** Only qualified CPA electric personnel can enter vaults and boxes, connect, disconnect or reconnect electric services, and/or remove/install electric meters. Illegally connected services are subject to prosecution, will be disconnected, and reconnected only after ensuing investigations are completed.

# City of Palo Alto, Utilities

Electric Engineering Division



CITY OF PALO ALTO  
UTILITIES

## UNDERGROUND TEMPORARY ELECTRIC SERVICE CHECKLIST

Dear Palo Alto Resident/Contractor,

The objective of this informational sheet is to help complete your project in a smooth and efficient manner, thus avoiding unnecessary delays, corrections and additional inspections.

Please remember that it is your responsibility to insure that projects conform to Palo Alto Electric Service Requirements. Electric Operations Crews will not connect non-compliant services.

We invite you to visit our website to consult our Electric Service Requirements Manual. Feel free to download it and print it in part or in its entirety. It is advisable to do so at the designing stage of your project. You can find us at: [www.cityofpaloalto.org/ElectricServiceRequirements](http://www.cityofpaloalto.org/ElectricServiceRequirements)

Please go over each item of the checklist below to verify that your project complies. Keep in mind that this is just an aid to you and in no way or manner excludes other parts of your project that are not listed here from having to meet our standards and to be in compliance with applicable requirements. Also, you'll find a sample of typical service requirements in the back of this page. Electric Operations Crews will connect an electric service only after it was inspected and received: a green sticker of approval from underground inspection AND a yellow sticker of approval from Building inspection.

- Building Permit application
- Electric Service application
- Pay fees
- Call Underground Service Alert (USA -1 800 227 2600) before you dig
- Call Customer Service for Account set-up / appt for disconnect old service
- Contact Electric Underground Inspector:
  - ✓ 48 hrs+ before digging to confirm routing
  - ✓ Correct placement of electric meter, electric panel and correct clearances with respect to other utilities (Gas)
    - a. No more than three 90 degree bends, (270 degrees total) between pull boxes in a conduit run
    - b. Trenches for residential services: 24" cover in non-traffic areas. 30" cover in traffic areas
    - c. For conduit below ground, use schedule 40 or DB-120 PVC only
  - ✓ Pulling of appropriate size mandrel throughout the entire conduit system (No blockage test)
  - ✓ Pulling conductors (see CPAU Dwg. SR-TS-U-1008) from pull box to service. (Slack at the box= 2 X box length)
  - ✓ Conduit installation must be approved by CPA Underground Inspector prior to backfilling for green sticker.
- Call Building inspections for Final – issues a meter "set tag" and yellow sticker
- Call Utilities Customer Service to arrange "Temp Service" connection
- Contact Utilities Customer Service for disconnect / removal of "Temp Service"

Telephone numbers to call when in need of additional information or to schedule inspections:

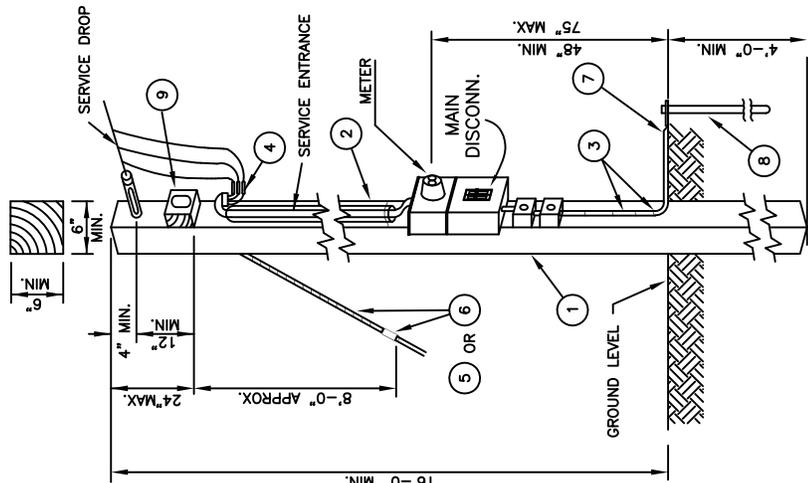
**(All service requests and inspections are completed in the order received. There is no need to call repeatedly.)**

- Building Department (Inspections).....(650) 329 2496
- Utility Underground Inspector .....(650) 496 5934
- Electric Meter Shop .....(650) 496 6978
- Dispatch .....(650) 496 6914
- Utilities Customer Service .....(650) 329 2161

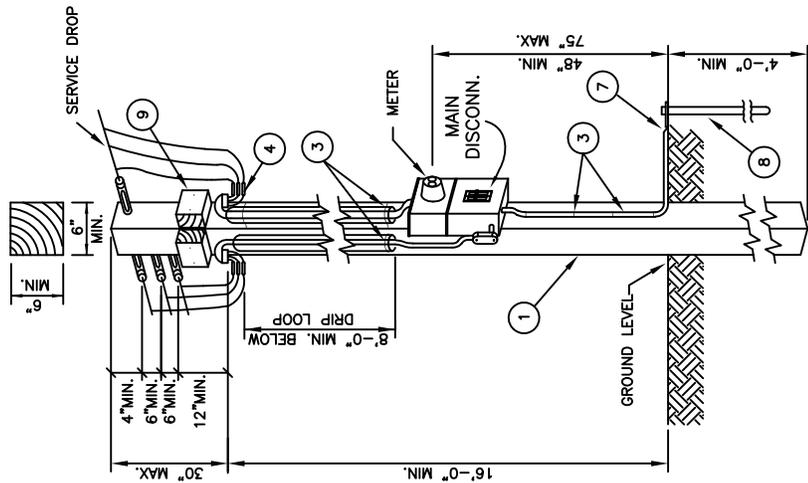
(Please make sure to have both, the "Green" and "Yellow" Stickers on your inspected service)

PLEASE REMEMBER: Only qualified CPA electric personnel can enter vaults and boxes, connect, disconnect or reconnect electric services, and/or remove/install electric meters. Illegally connected services are subject to prosecution, will be disconnected, and reconnected only after ensuing investigations are completed.

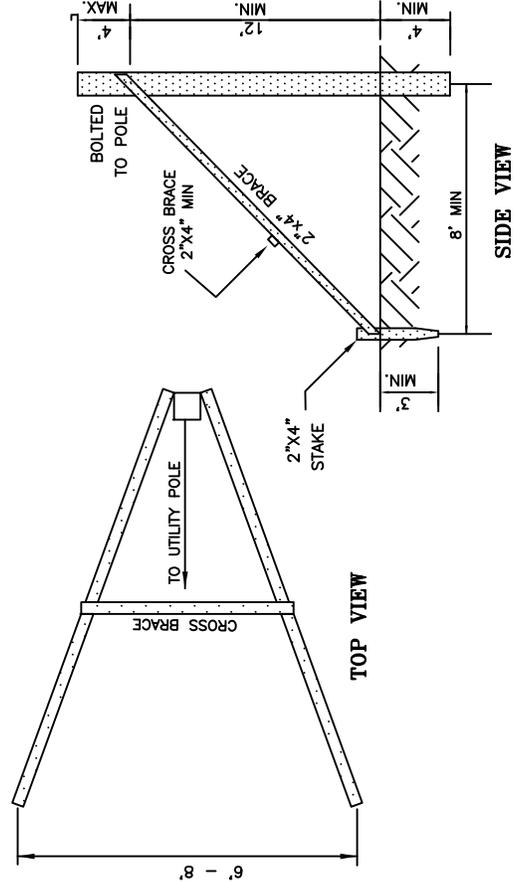
**SERVICE DROP CABLE TO RECEPTACLES**



**SERVICE DROP CABLE TO OVERHEAD LINE**



**WOOD BRACE**



**RECOMMENDED SERVICE ENTRANCE CONDUCTOR**

Service Voltage (Volts)	Main Service (Amps)	Customer's Minimum Conduit Size	CPAU Approved Conductor Size
120/240	125	2"	AL 1/0 CU 2
1-phase 3 wire	200	2"	AL 4/0 CU 2/0
120/208	400*	4"	AL 750 CU 500
1-phase 3 wire	200	2"	AL 4/0 CU 2/0

\* Note: Class 320 (Residential only)

**NOTES:**

- POLE - 6"X 6"X 20'-0" (MIN. LENGTH)
- CONDUIT - GALV. RIGID STEEL, EMT, OR PVC SCH 40
- CONDUIT - GALV. RIGID STEEL WITH PIPE STRAP
- WIRE, INSULATED, SIZE AS REQ'D. (24" MIN. EXTENSION FROM WEATHERHEAD FOR DRIP LOOP)
- GUY CABLE - 1/4" MIN. GALV. STEEL WITH GUY STRAIN INSULATOR (10,000 LB. MIN.), ANCHOR AND FITTINGS.
- PUSH BRACE - TWO 2" X 4" MIN. TIMBER (BOLTED TO POLE) WITH CROSS BRACE.
- CONDUIT GROUNDING HUB AND CLAMP
- GROUND - 5/8" X 8' ROD
- WOOD BLOCK - 4" X 4" X 6"

**LOCATE SERVICE POLES SUCH THAT:**

- IT IS ON PRIVATE PROPERTY ONLY.
- IT IS AT LEAST 10' BUT NO MORE THAN 100' FROM THE UTILITY POLE.
- THERE IS A CLEAR UNOBSTRUCTED PATH TO THE UTILITY POLE FOR THE SERVICE DROP.
- IT DOES NOT REQUIRE THE SERVICE DROP TO CROSS OVER ANY BUILDINGS OR OTHER PROPERTY.
- CONTACT UTILITIES ELECTRIC ENGINEERING AT (650) 566-4500 IF THERE ARE QUESTIONS ON PLACEMENT.

APPROVED 12/2006

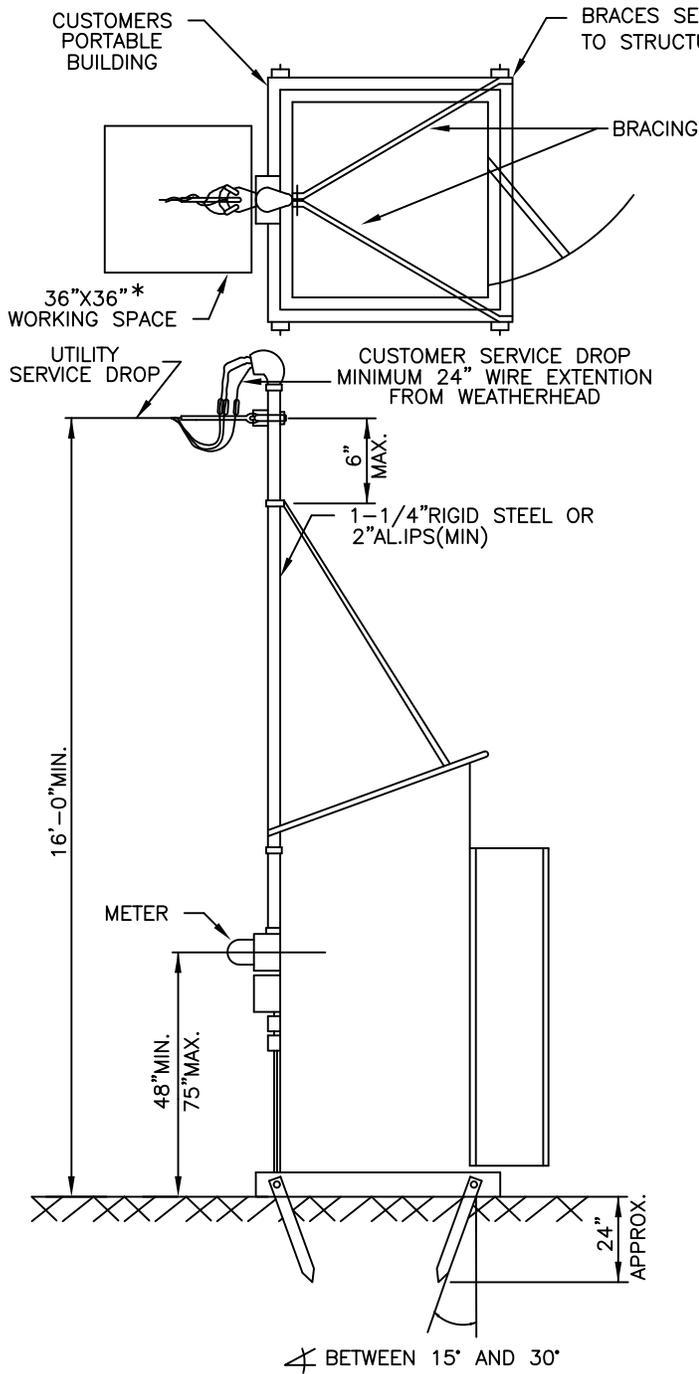
**Approved**  
 City Engineer  
 City Manager  
 DRAWN BY  
 CHECKED BY

ENGINEERING STANDARD

**OVERHEAD TEMPORARY SERVICE**

**CITY OF PALO ALTO CALIFORNIA**

4	6/13	REVISED NOTES, 2 BRACES	TT
3	11/08	REVISED	TT
2	12/06	REVISED	TOPETE
1	6/99	REVISED	FINCH
REV	DATE	DESCRIPTION	APPR
NTS		SR-TS-0-1006	1 of 1
SCALE		STANDARD NO.	SHEET NO.



## TEMPORARY SERVICE ATTACHMENT

TEMPORARY SERVICES SHALL NOT ATTACH TO ANY STRUCTURE CONSIDERED TO BE OF INADEQUATE STRENGTH. THE STRUCTURE SHALL BE WELL-FIXED AND CAPABLE OF SUPPORTING THE SERVICE SPAN.

## PORTABLE BUILDINGS

SMALL SHEDS, OFFICES, TOILETS, ETC. ARE NOT CONSIDERED WELL-FIXED UNLESS STAKED IN PLACE AS SHOWN.

## ANCHORING:

THE STRUCTURE SHOULD BE SECURELY ANCHORED IN PLACE BY ONE OF THE FOLLOWING:

1. FOUR 2"x4" MIN. WOOD STAKES DRIVEN AT LEAST 2' INTO THE GROUND AND ATTACHED TO THE STRUCTURE'S FRAMEWORK.
2. FOUR STEEL STAKES, WITH STRENGTH EQUIVALENT TO 3/4" RIGID STEEL PIPE, DRIVEN AT LEAST 2' INTO THE GROUND AND ATTACHED TO THE STRUCTURE'S FRAMEWORK BY 1/4" MIN. BOLTS OR LAG SCREWS. STEEL STAKES MAY ALSO BE SECURED BY CROSSMEMBERS FIRMLY CONTACTING THE UPPER SURFACE OF THE BASE OF THE STRUCTURE.

CONTACT UNDERGROUND SERVICE ALERT AT 1-800-227-2600 TO LOCATE UNDERGROUND FACILITIES PRIOR TO INSTALLING ANCHORS.

## PERISCOPE MAST BRACING

TWO GALVANIZED STEEL BRACES (3/4" GALV. RIGID STEEL PIPE OR 1-1/4"x1-1/4"x1/8" GALV. STEEL ANGLE IRON MIN.) SECURELY BOLTED OR LAGGED TO THE FRAMEWORK WITH 3/8"x3" LAG SCREWS WITH A 90° SPREAD SECURED TO THE PERISCOPE NO MORE THAN 6" BELOW THE POINT OF ATTACHMENT.

## LOCATE TEMPORARY SERVICE STRUCTURES SO THAT:

- IT IS ON PRIVATE PROPERTY ONLY.
- SERVICE ATTACHMENT POINT IS AT LEAST 10' BUT NO MORE THAN 100' FROM THE UTILITY POLE.
- THERE IS A CLEAR UNOBSTRUCTED PATH TO THE UTILITY POLE FOR THE SERVICE DROP.
- IT DOES NOT REQUIRE THE SERVICE DROP TO CROSS OVER ANY BUILDINGS OR OTHER PROPERTY.
- CONTACT UTILITIES ELECTRIC ENGINEERING AT (650) 566-4500 IF THERE ARE QUESTIONS ON PLACEMENT.

### \* FOOTNOTE:

WORKING SPACE IN FRONT OF METER SHALL NOT BE OBSTRUCTED.

APPROVED \_\_\_\_\_ 199

ENGR. MANAGER

DRAWN BY \_\_\_\_\_

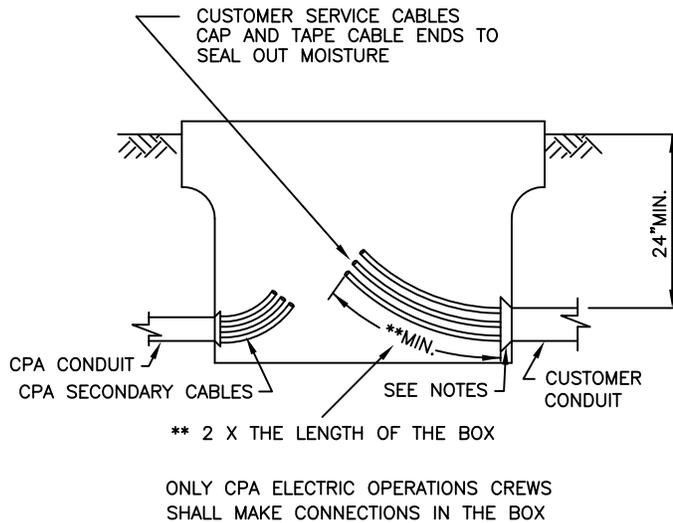
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ENGINEERING STANDARD  
TEMPORARY SERVICE  
STRUCTURES

CITY OF PALO ALTO  
CALIFORNIA

REV	DATE	DESCRIPTION	APPR
2	1/12	RENAMED & REVISED	TT
1	8/08	REVISED	TT
NTS		SR-TS-0-1007	1 of 1
SCALE		STANDARD NO.	SHEET NO.

*Original Signed and Approved by Engineering Manager*

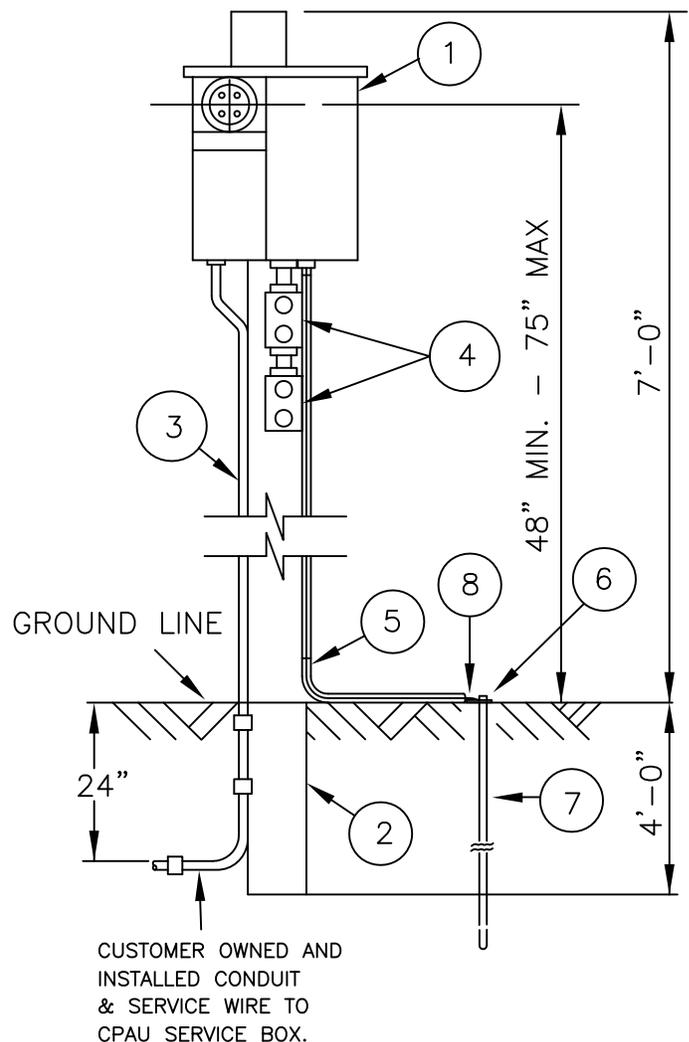


\*\* 2 X THE LENGTH OF THE BOX

ONLY CPA ELECTRIC OPERATIONS CREWS SHALL MAKE CONNECTIONS IN THE BOX

**NOTES:**

1. TRENCH TO BE INSPECTED BY THE ELECTRIC UNDERGROUND INSPECTOR PRIOR TO BACKFILLING. INSPECTOR MUST BE PRESENT WHEN INSTALLING CONDUIT OR PULLING CABLE INTO CPAU BOX.
2. STEEL CONDUITS SHALL EXTEND 2" MAX. INTO BOX AND SHALL TERMINATE WITH INSULATED BUSHINGS. PLASTIC CONDUITS SHOULD BE TERMINATED WITH BELL ENDS FLUSH WITH THE WALL OF THE BOX. ALL CONDUIT ENTRANCES SHALL BE GROUTED.



CUSTOMER OWNED AND INSTALLED CONDUIT & SERVICE WIRE TO CPAU SERVICE BOX.

**SERVICE LATERAL CONDUIT AND CABLE SIZE**

Service Voltage (Volts)	Main Service (Amps)	Customer's Minimum Conduit Size	CPAU Approved Conductor Size **	
			AL	CU
120/240 1-phase 3 wire	125	2"	1/0	2
	200	3"	4/0	2/0
	400*	4"	350	4/0
120/208 1-phase 3 wire	200	3"	4/0	2/0

\* CLASS 320 (UNDERGROUND RESIDENTIAL ONLY)

\*\* CONDUCTOR SIZE IS PER PHASE AND A FULL SIZE NEUTRAL IS REQUIRED.

**MATERIALS:**

1. SERVICE TERMINATION ENCLOSURE, COMBINATION METER SOCKET PANEL AND MAIN DISCONNECT
2. POST, MIN. DIM. 4" X 4" X 11'-0".
3. CONDUIT, GALVANIZED RIGID STEEL OR PVC SCH 40, MIN. SIZE 2".
4. WEATHERPROOF OUTLETS.
5. CONDUIT, GALVANIZED RIGID STEEL WITH PIPE STRAP.
6. HUB AND CLAMP GROUNDING.
7. GROUND ROD, 5/8" X 8'
8. GROUND WIRE, BARE COPPER (SIZE IN ACCORDANCE WITH ELECT. CODES & LOCAL REQ.)

APPROVED 11/2006	ENGINEERING STANDARD	3	7/16	REVISED CONDUIT TABLE	TT
<b>Original Signed and Approved by Engineering Manager</b> ENGINEER DRAWN BY CHECKED BY PEV	UNDERGROUND TEMPORARY SERVICE  <b>CITY OF PALO ALTO CALIFORNIA</b>	2	1/12	REVISED MATERIAL ITEM 3, 5	TT
		1	8/08	REVISED	TT
		REV	DATE	DESCRIPTION	APPR
		NTS		SR-TS-U-1008	1 of 1
		SCALE		STANDARD NO.	SHEET NO.