



This checklist provides an overview of the information required for an SFPUC Electric Service request and other information requests.

Project details should be submitted as a complete Application Package via the online Application portal, links for Applications are located at <http://sfpuc.org/HetchyDevelopers>.

The Customer Engagement Group can be reached via HHPower@sfwater.org with any questions regarding Applications, project status, and other Account service needs.

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1. Upgrade and New Service

A. SFPUC Application for Electric Service

1. Fill out all sections in their entirety, including a brief description of the specific service request, billing contacts, and the Applicant’s signature.
2. Contact information for a City and County of San Francisco staff must be supplied for any project involving a City department or City property.
3. Be sure to include the existing meter number where requested.
4. Load details for new service should include full forecast details.
5. Load details for service upgrades should include new forecast loads and existing loads combined. If an Applicant does not have access to complete existing load data, be sure to note this in the Application and just include the forecast loads.

B. Plan Sets and Drawings

All plans should be high-resolution and include north arrows, graphic scales, and relevant site context. Minimum 300 dpi, include relevant directional, scale, legend, and context information. Upload at least one file.

1. Site Plans

- Drawn to scale, indicating existing site conditions and proposed locations of electric metering (including any sprinkler controller meter), switchgear, and (if applicable) transformers. Show easements, rights-of-way, property lines, grading, roads, road names, sidewalks, driveways. Indicate location of fire hydrants and other structures, drains (water, sewer, storm) and proposed future improvements.
- For Upgrades, Alterations & Meter Relocations, please provide one site plan for existing site conditions and a separate site plan for new/proposed locations.
- Include proposed route for electrical service (from utility meter to property line)
- Dimensions of electrical room and electrical equipment clearances
- Conduit Size
- Seawall details, if project property is adjacent

2. Building Plans

- On the site diagram, for each building, include the number and average square footage of residential units, commercial square footage, parking garage square footage, common area square footage, etc.

3. Electrical Drawings

- Electrical drawings and schedules with complete breakdown of equipment, including electric switchboard drawings.

4. Single Line Diagram

- Single line diagram showing the meter, customer main service panel (and its main switch size), transformers (if any), poles, vaults, and /or junction boxes (if any). Include relevant directional, scale, legend, and context information.
- Provide one Single line diagram for existing site conditions and a separate for new/proposed locations.
- Any future generation (solar, wind, hydro)
- All equipment that will be installed (switchgear, transformer, etc.)
- Conduit size
- Indicate the main breaker trip size and meter on the diagram
- Notate the rating for the switchgear (Voltage size, amperage, # of wires, and # of phases)
- Indicate what the switchgear load side is feeding (Load panels, motors, etc.)
- On a separate drawing, include the electrical elevation of metering and switchgear

2. Meter Relocation Request

A. SFPUC Application for Electric Service

1. Fill out all sections in their entirety, including a brief description of the specific service request, billing contacts, and the Applicant's signature.
2. Contact information for a City and County of San Francisco staff must be supplied for any project involving a City department or City property.
3. Be sure to include the existing meter number where requested.
4. Load details for new service should include full forecast details.
5. Load details for service upgrades should include new forecast loads and existing loads combined. If an Applicant does not have access to complete existing load data, be sure to note this in the Application and just include the forecast loads.

B. Plan Sets and Drawings

All plans should be high-resolution and include north arrows, graphic scales, and relevant site context. Minimum 300 dpi, include relevant directional, scale, legend, and context information. Upload at least one file.

1. Site Plans

- Drawn to scale, indicating existing site conditions and proposed locations of electric metering (including any sprinkler controller meter), switchgear, and (if applicable) transformers. Show easements, rights-of-way, property lines, grading, roads, road names, sidewalks, driveways. Indicate location of fire hydrants and other structures, drains (water, sewer, storm) and proposed future improvements.
- For Upgrades, Alterations & Meter Relocations, please provide one site plan for existing site conditions and a separate site plan for new/proposed locations.
- Include proposed route for electrical service (from utility meter to property line)
- Dimensions of electrical room and electrical equipment clearances
- Conduit Size
- Seawall details, if project property is adjacent

2. Building Plans

- On the site diagram, for each building, include the number and average square footage of residential units, commercial square footage, parking garage square footage, common area square footage, etc.

3. Electrical Drawings

- Electrical drawings and schedules with complete breakdown of equipment, including electric switchboard drawings.

4. Single Line Diagram

- Single line diagram showing the meter, customer main service panel (and its main switch size), transformers (if any), poles, vaults, and /or junction boxes (if any). Include relevant directional, scale, legend, and context information.
- Provide one Single line diagram for existing site conditions and a separate for new/proposed locations.
- Any future generation (solar, wind, hydro)
- All equipment that will be installed (switchgear, transformer, etc.)
- Conduit size
- Indicate the main breaker trip size and meter on the diagram
- Notate the rating for the switchgear (Voltage size, amperage, # of wires, and # of phases)
- Indicate what the switchgear load side is feeding (Load panels, motors, etc.)
- On a separate drawing, include the electrical elevation of metering and switchgear

3. Temporary Shutdown and Disconnect Request

Please follow instructions below, under Modification Request

4. Permanent Removal of Service/ Demolition

A. SFPUC Application for Electric Service

1. Fill out all sections in their entirety, including a brief description of the specific service request, billing contacts, and the Applicant's signature.
2. Be sure to include the existing meter number where requested.
3. Fill out the Project Information (standby if needed, date & time of shutdown, and duration of shutdown)
4. Contact information for a City and County of San Francisco staff must be supplied for any project involving a City department or City property.
5. Choose the appropriate Service Voltage

B. Plan Sets and Drawings

All plans should be high-resolution and include north arrows, graphic scales, and relevant site context. Minimum 300 dpi, include relevant directional, scale, legend, and context information. Upload at least one file.

1. Site Plans

- Drawn to scale, indicating existing site conditions and proposed locations of electric metering (including any sprinkler controller meter), switchgear, and (if applicable) transformers. Show easements, rights-of-way, property lines, grading, roads, road names, sidewalks, driveways. Indicate location of fire hydrants and other structures, drains (water, sewer, storm) and proposed future improvements.
- Include proposed route for electrical service (from utility meter to property line)
- Identify a clear pathway for accessing the existing panel
- Dimensions of electrical room and electrical equipment clearances
- Conduit Size
- Seawall details, if project property is adjacent
- Meter number
- SPID
- Point of Interconnection
- Service Voltage + ampacity (service rating)
- Best way to access meter location
- Anything special (ie multiple meters, time)
- At a minimum, this can be a Google Maps screenshot with electrical room denoted and in referenced to nearby streets

C. Meter

1. Photo of the existing meter and surrounding area
2. Close-up photo of the meter face

5. Service Information Request

For Information Requests - AIC Letters, Arc Flash Letters or Protection Settings, please use this form:
<https://www.tfaforms.com/4843131>

6. Modification Request

For Modification Requests - relocation/ change of existing, temporary de-energization, or overhead to underground conversion, please use this form: <https://www.tfaforms.com/4843124>

Applications must include the meter number and attach a clear photo of the meter and surrounding area. If the meter was damaged and/or you are unable to retrieve the meter number, please include the existing account number, a photo of the damaged meter, and a note describing why a meter number is unavailable.

This form is not for change in load. For any change in load, such as electric panel/meter relocations, panel upgrades, meter changes, or meter size changes, please fill out the Application for Electric Service form to provide load information.

7. Unmetered Load (e.g. streetlights, traffic signals) Request

If the project includes any traffic signals, contact Seung Yen Hong at Seungyen.hong@sfgov.org, and complete this form: <https://www.tfaforms.com/4861170>

If the project includes any streetlights, complete the above form and contact Streetlights at Streetlights@sfgwater.org