C I T Y O F COLTON

Electric Utility

Phone: (909) 370-6132

electricalengineering@coltonca.gov

City of Colton
ELECTRIC UTILITY

Main Service Panel Change Out
Commercial or Industrial
(Replacement/New/Upgrade)

The information provided in this document is intended to serve as general guidelines. Each project is unique and additional requirements may apply.

To minimize installation problems and facilitate the inspection and approval process, the main service panel and installation shall comply with the information outlined in this document and the Colton Electric Utility requirements.

Responsibilities

The **Customer** is responsible for the following:

- Install all Electric Utility Infrastructure per Electric Utility plan
- The installation and maintenance of the weatherhead and galvanized steel riser for overhead service
- The installation and maintenance of the electrical conduit for underground service
- The installation and maintenance of the service entrance conductor for overhead service
- The installation and maintenance of the main service panel
- The installation and maintenance of the main service panel grounding and bonding
- Maintaining tree clearance around overhead electric lines to your main service panel
- Maintaining working clearance around and in front of your main service panel
- Contacting CEU to schedule a disconnect/reconnect
- Payment of all fees/costs associated with the project.
- Obtain all applicable permits prior to commencement of the work
- Follow all applicable CEU Construction standards and requirements
- Submittals of structures and switchgear to the Electric Utility
- Install secondary conduit and conductors
- Supply the CT's and PT's if applicable, per Electric Utility requirements
- Maintenance of electric conduit
- Supply easements to CEU for all infrastructure within private property

Colton Electric **Utility** is responsible for the following:

- Identifying/Approving location of main switchgear. CEU will identify on the "meter spot" form, the location of the new/upgraded main service panel.
- Install primary conductor and transformer
- Install the meter and metering related equipment
- Maintenance of primary cable and transformer

Requirements

- Filled out Meter Spot Request Form
- When Applicable-Submittal of AutoCAD (Version 2023 and below) plans to the Electric Utility meeting the following requirements for service design:
  - Proposed building(s) footprint, existing utilities, utilities pole, proposed transformers, proposed electric panel, address, vicinity map, center lines, contact person, property / Right of way lines, easements, set back lines, station numbers, address, and

assessor's parcel number.
- 1"=20' scale.
- For private property, plans shall show an easement covering the facilities located on their property.

  Plans shall include any notes pertaining to design/planning of electrical system.
- Customer / Developer shall email approved plan(s) and/or contact Electric Utility Planning/Engineering Division for any design / planning information.
- Files should be combined so that there are no reference files. All reference files should be bound into one master file.
- All files must be in the proper GIS location with aerial photography attached.

Note: If Customer's application does not meet **all** requirements, application will be **rejected**.

Process:

The following steps must be completed **in the order shown** before a Main Service Panel Change Out/Upgrade will be energized

1. A) Customer to request the location of the new main service panel spotted completing the Meter Spot Request Form. The form can be obtained on the CEU website or picked up at 150 S 10th St, Colton CA,92324
   B) If acquiring multiple meters, a "Notification of Address Number Assignment" from City of Colton Planning shall be provided to CEU
   C) Application for a service upgrade or meter reset on a multi-unit location requires the customer to identify the unit he/she is wishing to upgrade. The meter number **MUST** be provided to CEU to proceed.

2. CEU must identify and approve the new panel location based on Information provided in the Meter Spot Request Form. In addition, CEU may require load calculations.

3. Any CEU fees must be paid prior to obtaining permits.
   - **NOTE:** Permit fees must be paid at Development Services at 659 N La Cadena Dr. Colton, CA 92324. CEU fees must be made payable to "City of Colton" by Credit Card, Check or Money Order at City Hall, 650 N La Cadena Dr. Colton, CA 92324 any other related fees will be invoiced by CEU and must be paid at City Hall. A receipt must be obtained, and a copy will be taken/emailed to CEU-
4. CEU will complete a new Electric Utility Service Plan after receiving a complete application.
5. As Electric Utility Service Plan is completed, a meter spot will be submitted to Building & Safety.

   The customer will be notified and will receive the Electric Utility Plan and meter spot via email.
6. For any panel upgrade/replacement determined to by CEU to be in the same location, a "same day disconnect/reconnect" must be coordinated before construction begins.

   Note: if a contractor and/or customer fails to coordinate a "same day disconnect" with CEU, a fee of **$250** will be assessed.
7. Construction permit (s) must be acquired from Building & Safety as well as from Public Works if working in the public right of way.

8. After the new panel is installed, it must be inspected and approved by the Electric Utility **FIRST**.
9. Call/email CEU @ (909) 370-6132/ electricalengineering@coltonca.gov for an inspection.
10. Once approved by CEU, the newly installed panel must then be inspected and approved by Building & Safety. Call Building & Safety to schedule an inspection (909) 370-5131.
    A) Failure to conduct a "same day disconnect" will result in delayed response in restoring of electric service.
    B) Building inspector must be notified and included in "same day disconnect" coordination.
    C) Note: If the new service panel installation is not completed, inspected, and approved by BOTH the Electric Utility and Building & Safety by 3pm, the new service panel will not be energized until the next working day.