



**DEAR CUSTOMER:**

Welcome to Southern California Edison Company. This letter is intended to answer some of the questions you may have concerning electrical service to your project.

It is important that you submit the attached customer questionnaires **complete** with all the information requested (a Parcel map, Plot Plan, etc.). Please submit a complete package to your Edison Service Planner as soon as possible so as to provide electric service in a timely manner.

Southern California Edison Company requires an average of 6 weeks to engineer an approved work order, acquire material, and schedule the work. In the event permits, environmental clearance, or rights-of-way are necessary, additional time may be required.

Other requirements are:

- **PROPERTY LINES MUST BE STAKED PRIOR TO PLANNER FIELDING YOUR JOB SITE.**
- **YOUR ADDRESS AND/OR NAME MUST BE CLEARLY POSTED.**

**PERMANENT SERVICE:**

1. Apply for service by calling our 24 hour line: (800) 655-4555 at least **one week before** final inspection.
2. Post your address (visible from the street) in a permanent fashion. Temporary signs or those made with felt pens are not acceptable.
3. Obtain final inspection from appropriate governmental agency. They will notify Edison of the inspection and your meter will be set in three to five working days providing work order is complete or no work order is required.
4. If you have requested an underground service and have an SCE approved design (or your project is underground), contact your planner **three weeks prior** to any excavation for trench requirements and the lead time required for construction.
5. If your project is changed in any manner, it is your responsibility to notify Edison. The time required to obtain material is critical; therefore, if your project is delayed or accelerated, please contact us immediately.

**TEMPORARY SERVICE:**

1. In the event you will require or request temporary power for construction, you must speak with a Service Planner. **Temporary power will not be provided without prior Service Planner approval.**
2. If you require temporary service, you will need to discuss the billing procedures and time required to construct our facilities with your Service Planner.
3. See enclosed temporary power process and application instructions.

**PAYMENTS ARE NOT ACCEPTED IN OUR OFFICE. PAYMENT OPTIONS AND INSTRUCTIONS WILL BE EXPLAINED ON YOUR INVOICE.**

Please feel free to contact your Service Planner if you have any further questions.

Thank you for your cooperation.

42060 10<sup>th</sup> St. W.  
Lancaster, CA 93534



SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company

Dear Customer:

Thank you for allowing Southern California Edison to assist you with your electrical needs.

I am responsible for the design of the electrical system to serve your new project. I am committed to completing your project in a timely and economical manner, and to meet your design and construction time frames. I intend to communicate with you on a regular basis. If you need to contact me for any reason you may do so via any of the following methods:

Office: (661) 945-7440  
Cell: (714) 653-3234

Fax: (661) 726-5680/41280  
Email: [taylor.j.ruize@sce.com](mailto:taylor.j.ruize@sce.com)

I have indicated below the plans and information necessary to proceed with the electrical design for your project. Please provide me with the following information at your earliest convenience.

Item	Qty	Needed Plans	Item	Qty	Needed Information
X	1	Attached Customer/Project Information Sheet	X	1	Assessor Parcel Map
X	2	Site/Plot ( <b>Scaled if available</b> )	X	1	Copy of Grant Deed
	2	Street Improvement		2	Recorded Tract Maps ( <b>All pages</b> )
	1	Grading & Elevation	X	1	Attached Design Option Letter ( <b>Signed</b> )
	1	Sewer & Storm Drain		1	EUSERC Drawings
	1	Load Schedules & Panel Drawings		1	Attached Street Light Authorization Letter ( <b>Signed</b> )
	1	Landscape, Sprinkler, Pedestal Locations		1	Address Sequence List
	1	Street Light Plan	X	1	Digital File

Once I receive the above information I will provide you with a schedule for completion of the electrical design and installation of your project.

My goal is to meet or exceed your expectations by giving you excellent service. If you have any questions or feel I am not meeting your expectations, please let me or one of my supervisors know, as we want to work with you toward a solution.

You may be asked to participate in a survey, conducted by an independent research firm, regarding the level of service I give you. The survey is designed to measure how well I am doing at serving your needs. It also provides feedback on how I can improve. Your response is very important. I appreciate you taking a few moments to complete the survey if you are contacted.

Sincerely,

Taylor Ruize  
Service Planner  
42060 10th St W  
Lancaster, CA 93534

Mike Bjorge  
Planning Supervisor  
(661) 726-5612

Dave La Plante  
Planning Supervisor  
(661) 726-5632

# Customer/Project Information Sheet

Date Received by SCE: \_\_\_\_\_

<b>Individual or Business Name:</b> <small>(Customer / Developer – Tract DBA or LLC)</small>		
Address:	Email Address:	
City:	State:	Zip Code:
Attn:	Phone No:	
<b>Legal Contact:</b> <small>(Individual responsible for signing contract, paying fees and receiving potential refunds)</small>		
Address:		Email Address:
City:	State:	Zip Code:
<b>Primary Field / Site Superintendent / Job Contact:</b>		
Relationship to Project:		Phone No:
E-mail Address:		FAX No:
<b>Project Address:</b>		
City:	State:	Zip Code:
TG Map # or GPS	Major Cross Street:	

## Detailed Project Information

<b>Residential:</b>	<b>Commercial:</b>	<b>Industrial:</b>	<b>Agricultural:</b>
<b>Service Requested:</b>		Overhead:	Underground:
Tract:	Lot(s)		Indoor Cultivation Mixed-Light Cultivation
<b>Is this project subject to Buy America Compliance?</b> Yes No		Temporary Service Required: Yes No	
Approximate start work date for SCE crews:		Your Construction Start Date:	
Approximate date you would like the job completed and energized:			
Scope of Project:			
Panel Size (amps):		Service Voltage/Phase:	
Total Tons of A/C:	Total # of A/C Units:	Largest A/C Unit (tons):	
Total HP of Pumps:	Total # of Pump Units:	Largest Pump (HP):	
Installing Gas or Electric	Heater	Water Heater	Stove
Clothes Dryer:	Gas Meter to be Installed at Property:		Oven:
Square Footage of Buildings (if multiple buildings give all footages): <small>Homes over 5000 sq. ft. larger lots require a Load Schedule. Please contact your electrician for assistance.</small>			
Solar or Generation Equipment to be installed (If yes, please attach additional descriptions/specifications): Yes No			
Electric Vehicle:	Charge Station	Plug-In Electric Vehicle (PEV)	EV Panel Size & Voltage:
EV Main breaker rating:	Will the new panel serve any load other than the EV load?		Number of Ports:
kW of each Port:	Will there be load-side management?	Future EV expansion or growth at the site?	

**APPLICANT DESIGN OPTION FOR  
DISTRIBUTION AND/OR SERVICE EXTENSIONS  
LETTER OF AUTHORIZATION**

TO SOUTHERN CALIFORNIA EDISON COMPANY (SCE)

Applicant understands that for facilities designed in accordance with SCE's Rules 13, 15, and/or 16, the Applicant can elect:

- Option (1) SCE to design the distribution and/or service extension; or
- Option (2) A Competitive Bidding Procedure for the distribution and/or service extension design.

Under **Option (1)** above, SCE completes the project design. SCE's design costs are included in the total project cost to serve subject to refund / allowance. Under **Option (2)** above, Competitive Bidding, Applicant shall receive a bid amount from SCE and secure Competitive Bids from Qualified Designers for the *design* of the distribution and/or service extension. The SCE bid amount provided will be used as the job-specific cost estimate for design services. Either SCE or a Qualified Designer can design the distribution line and/or service extension under Option (2). The Applicant should have a thorough understanding of the Applicant Design Terms and Conditions prior to choosing Option (2) – Competitive Bid. Copies are available upon request.

If Applicant elects SCE to design the distribution and/or service extension and then later secures a third-party Qualified Designer under Option (2) Competitive Bidding, Applicant shall pay to SCE any and all costs incurred by SCE for design work already performed as a result of Applicant originally requesting SCE's design.

Regardless of the design option chosen, all speculative projects are subject to the advance collection of engineering fees.

Applicant understands the above Options and hereby selects the following Option:

- \_\_\_\_\_ Option (1) Design by SCE
- \_\_\_\_\_ Option (2) Competitive Bidding for Applicant Design

The elected Option is for the distribution line and/or service extension to be located at and/or described as follows:

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Applicant acknowledges the option selected above and understands that by signing below, additional charges may apply if SCE incurs interim design costs as a result of Applicant first electing Option (1) and subsequently securing a third-party Qualified Designer and electing Option (2).

Applicant (Print or Type)	Title (Print or Type)
Signature	Date

## TEMPORARY POWER INFORMATION SHEET

Proposed Address for Temporary Power: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Nearest Cross Street to Project: \_\_\_\_\_

**Name/Address of Party to Receive BILLING:** \_\_\_\_\_

Customer Applying for Temporary Power (Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime and Message Telephone Numbers: \_\_\_\_\_ / \_\_\_\_\_

Name of Temporary Power Contractor: \_\_\_\_\_

Is Temporary Power Source Overhead (\_\_\_\_\_) or Underground (\_\_\_\_\_)

**Number of the nearest Overhead Power Pole:** \_\_\_\_\_ **Underground Transformer:** \_\_\_\_\_

What is the proposed date to begin Temporary Service: \_\_\_\_\_

What is the voltage you are requesting: \_\_\_\_\_ Single Phase (\_\_\_\_\_) or Three Phase (\_\_\_\_\_)

What will be the connected Load: \_\_\_\_\_ What will be the demand Load: \_\_\_\_\_

**IMPORTANT**

**\*\* CHECK OR MONEY ORDER ONLY \*\***

You must speak with a Service Planner for the Southern California Edison Company prior to signing a contract and paying fees for Temporary Power. You must obtain written or "On-Line" authorization for Temporary Power from your SCE Service Planner. You are also required to obtain a permit for Temporary Power from Building and Safety for the appropriate Governmental entity (City, County, State) prior to applying to Edison. Often, Building and Safety will issue an address other than your building address for your Temporary Power. This can cause delays. You will also need to provide to Southern California Edison a letter from the Owner/Builder who requires Temporary Power stating that the above-named Temporary Power Contractor is the authorized agent of the Owner/Builder and as such, will be responsible to ensure that all electrical requirements and specifications have been or will be met. WE CANNOT, UNDER ANY CIRCUMSTANCES, ACCEPT MONEY OR CONTRACT FROM ANY PARTY REQUESTING TEMPORARY POWER WITHOUT THE PRIOR WRITTEN OR "ON LINE" APPROVAL OF YOUR SERVICE PLANNER.

*FOR EDISON USE ONLY - DO NOT WRITE BELOW THIS LINE*

Planner Initials Authorizing Temporary Power: \_\_\_\_\_ Date Authorized: \_\_\_\_\_

Not Authorized - Planner must first field check job: \_\_\_\_\_

Temporary Power is Overhead: \_\_\_\_\_ Underground: \_\_\_\_\_ Single Phase : \_\_\_\_\_ Three Phase: \_\_\_\_\_

Fees: \_\_\_\_\_ Additional Notes: \_\_\_\_\_

# SCE - ANTELOPE VALLEY DISTRICT

## TEMPORARY POWER (TPP) PROCESS INSTRUCTIONS FOR EFFICIENT PROCESS FLOW

- 1) **COMPLETE TEMPORARY POWER INFORMATION SHEET:** Send in via fax to (661) 726-5680 or you can email it directly to your planner or to [annette.p.meza@sce.com](mailto:annette.p.meza@sce.com) and cc: [desiree.gomezlopez@sce.com](mailto:desiree.gomezlopez@sce.com). Make sure the nearest SCE structure number is noted on the form as requested. At the same time you will need to apply for application.
- 2) **APPLY FOR APPLICATION:** Call Customer Service at 1-800-655-4555 to create a service request and make application for service.
  - Service request is assigned to the appropriate Planner for your area that you are requesting service.
- 3) **METER SPOT:** Once planner receives the temporary power information sheet and the Service Request, Planner will perform the meter spot and let you know if temp power is available and approved.
  - Planner will contact you when the invoice and blue TPP contract are ready.
- 4) **PAYMENT:** as per new process- all payments are mailed to Rosemead for processing. *Payments are no longer accepted at the service centers.* **Do not send payment to our accounts receivable department until you receive a copy of the invoice. They cannot process the payment without the document number generated on the invoice, and will return your check to you if received prematurely.**
- 5) **SET TPP PANEL:** as per the Electrical Service Requirements
- 6) **SCE FINAL INSPECTION:** Planner will Inspect TPP Installation to make sure it adheres to our Electrical Service Requirements. If it doesn't, corrections will be made by TPP Installer, not limited to obtaining a new inspection from governing agency depending on the situation.
- 7) **OBTAIN FINAL INSPECTION FROM GOVERNING AGENCY**
- 8) **METER SET:** Once 1-7 are complete, Meter Order to be released to scheduling. The crew then has 5 **business days** to set the meter from the time they receive the order from planning pending no emergent or storm work needs to be completed first.

**REFERENCES:** Reference the SCE Electrical Service Requirements Manual that can be found online at [www.sce.com](http://www.sce.com) then search "Electrical Service Requirements" or type <https://www.sce.com/wps/portal/home/regulatory/distribution-manuals/electrical-service-requirements> into address bar. See Figures 2-13, 2-14-, 2-15 for Overhead Installations. See Figures 3-16, and 3-17 for Underground Installations. If this is a 3 Phase Installation a commercial rated panel will be set with Test Blocks, no exceptions. SCE reserves the right to revise this flow as needed. When doing work outside the Antelope Valley District please check TPP Process with the SCE Local Planning Department serving that community.

## City Contacts

### **City of Lancaster**

Building and Safety Department  
44933 N. Fern Ave  
Lancaster, CA 93534  
(661) 723-6144

### **City of Palmdale**

Building and Safety Department  
710 E. Palmdale Blvd  
Palmdale, CA 93550  
(661) 267-5353

## County Contacts

### **Los Angeles County**

Building and Safety Department  
335-A E. Avenue K-6  
Lancaster, CA 93535  
(661) 524-2390

### **Kern County**

Building and Safety Department  
125 "F" Street  
Tehachapi, CA 93561  
(661) 822-6329

## EDISON 800 SERVICE

### **Residential Services\***

(Turn On/Turn Off/Transfer Service)  
(800) 684-8123

### **Commercial & Industrial Services**

(800) 990-7788

### **Emergency Services**

(Power Outages, Lines Down, Street Light Repair)  
(800) 611-1911

### **General Services**

(U.S. & Canada)  
(800) 655-4555

### **Multicultural Service**

Cambodian – (800) 843-1309  
Chinese – (800) 843-8343  
Korean – (800) 628-3061  
Spanish – (800) 441-2233  
Vietnamese – (800) 327-3031

### **Hearing & Speech Impaired**

(800) 352-8580

### **DigAlert**

Underground Service Alert  
At least two days before you dig.  
811

### **SCE NET ENERGY METERING**

*(NEM-Department)*

*Grants Permission to Operate (P.T.O.) Solar*  
(866)-600-6290

### **PERSONAL ELECTRICAL VEHICLE**

*(PEV-Department)*

1-800-4EV-INFO  
(800) 438-4636



**New Service  
Change Service/Panel Upgrade  
Temporary Power  
Request Information Sheet**

## **TAYLOR RUIZE**

***Service Planner***  
**(661) 945-7440**

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***If you need to come to the Service Center  
to visit your planner, please schedule an  
appointment with them. I apologize for the  
inconvenience.***

**Antelope Valley District  
42060 10<sup>th</sup> Street West  
Lancaster, CA 93534  
Phone (661) 726-5617  
Fax (661) 726-5680  
WEBSITE: [www.sce.com](http://www.sce.com)**

**Customer Information Sheet**  
**Steps Required for Common Services**

**Panel Upgrade/Installation**

- 1 Contact SCE for meter spot and to check adequacy of existing SCE facilities
- 2 Pull Permit for new panel (Additional Requirements may be needed)
- 3 Install new panel
- 4 Obtain city/county inspection
- 5 **If this is a new service**, make application by calling 800-990-7788 (7am – 7pm).
- 6 SCE will set and lock/relock meter within 5 working days after it receives Building and Safety clearance from the county or the city

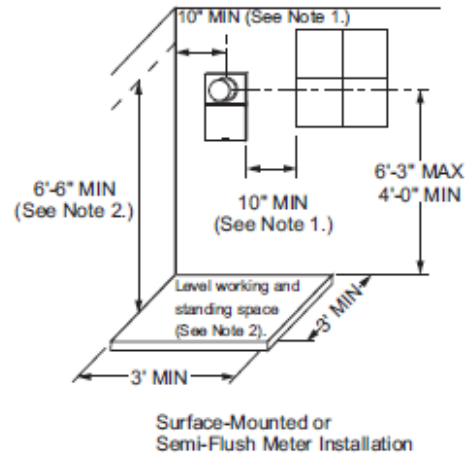
**Residential Riser & Service**

- 1 Contact SCE for meter spot and design
- 2 Pull Permit for new panel
- 3 Trench 3' deep from panel location to pole according to map from SCE planner
- 4 Install conduit per SCE specifications with yellow pull rope
- 5 Contact SCE inspector to inspect trench and conduit before backfilling
- 6 Pay SCE invoice amount
- 7 Install new panel
- 8 Obtain city/county inspection
- 9 Contact SCE planner for scheduling your job.

**Temporary Power (TPP)**

- 1 Contact SCE for spot
- 2 Pull Permit, get address for temporary power
- 3 Install pole and panel
- 4 Make application for service by calling 800-684-8123 (7am – 7pm), pay fees to SCE (\$437 for 1P overhead, meter & service wire; \$281 for 1P underground, meter only, no service wire)
- 5 Obtain city/county inspection
- 6 Label panel with address (SCE will not set a meter if the panel is not labeled)

**Electric Panel Requirements**



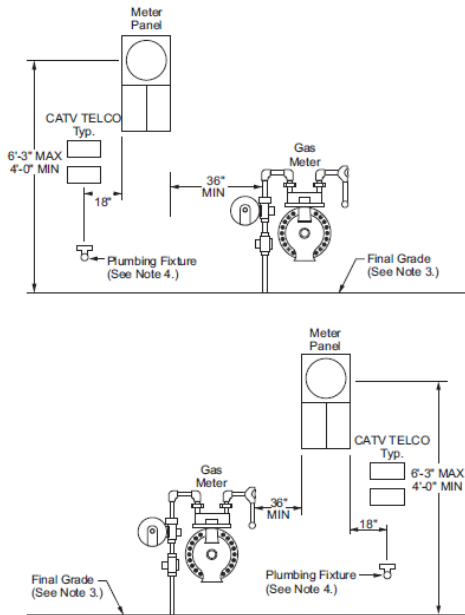
**Meter Spot Location**

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**Separation of Meter Assemblies for Electric and Gas Services**



**Memo:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*CALL IN 3-5 BUSINESS DAYS IN ADVANCE OF WHEN YOU NEED THE LOCK RING REMOVED FROM METER\*\***

**Other:**  
 **May need to trench and place duct as per approved SCE Work Order Map. Planner will advise further.**