

Working with SDG&E on your Building Project

A step-by-step guide to help simplify the process and get your job done

Whatever your project needs, SDG&E is here to work with you. Following these necessary steps will keep your service request moving and will ensure your satisfaction with the installation of your electric service:

- 1** Contact the Building Department of the city your project is in (San Diego or Orange County for unincorporated areas) to verify that overhead service is acceptable in your area, and to obtain your electrical permit.
- 2** Call SDG&E at (800) 411-SDGE (7343) to set up your billing account (if you are installing a new electric service), or to notify SDG&E of your rewire project (if you are rewiring an existing building). Your service request will be forwarded to an SDG&E Planner. The next several days will be spent gathering information and field checking your project. Your Planner will provide a service order package, which will include notification of any additional information that is needed, or if there are any associated fees that must be paid.
- 3** Install your electric meter panel, following the written instructions on the "Electric Meter Location and Service Order" form included in your service order package.
- 4** Contact the city your project is in (County of San Diego or Orange for unincorporated areas) and schedule a final city/county inspection for your metering equipment and the internal wiring. This final inspection from the city or county is required before SDG&E can schedule a crew to connect your electric service and install or change your meter.
- 5** The city or county will notify SDG&E of the final inspection within two working days.
- 6** Once SDG&E receives notification of final city/county inspection, a crew will be scheduled to connect your electric service and install or change your meter within five to seven working days. You do not have to call to schedule this service. If you would like to find out when you are scheduled to receive your meter, contact your Planner.

To avoid a delay in scheduling a crew to connect your service, make sure you have done the following:

1. Contacted SDG&E 1-800-411-SDGE (7343) to set up your billing account.
2. Obtained final inspection from the City/County.