PGE power to new service

Includes: new metered service, traffic signal power, metered lighting, flashing beacon, etc.

PHASE 1
Pre-Design

ODOT/Municipality representative will:

Contact PGE Service Coordination to get assigned a PGE M# (project number) and project manager.

Provide:

- Initial conflicts list
- Project # and Project Manager
- Official project name
- Main point of contact info
- Schedule and timelines
- If available, please include CAD and LandXML files. Include the civil, illumination and traffic signal plans along with the coordinate system and datum that it's in.
- Temporary service requirements
- Permanent service requirements
- Streetlight requirements*
- Facility relocation requirements**
- Preferred service location, including panel size, voltage, phase
- Detailed load breakdown (if applicable)

Note: Any missing or inaccurate information may cause time delays to the project.

PGE to provide:

- Preliminary information to help with initial project scope and budgeting
- General timelines
- Takeoff point for power
- Working clearances with existing overhead or underground facilities
- Metering requirements
- General vault and conduit requirements

PHASE 2
Design

ODOT/Municipality representative will:

- 30%/60%/90% drawings and specs
- ODOT/Municipality permits and easements
- Vault and conduit path per PGE drawings (only when pre-determined), if underground is required
- Coordination with communication companies attached to PGE poles.

PGE process and timelines:

- PGE preliminary design starts after receiving ODOT project 30% or 60% drawings, to be determined by project scale and PGE project manager. For projects working with 10+ poles or undergrounding more than a half mile of lines, PGE requests designers at 30%. Smaller projects can be submitted up to 60% PGE final design starts after ODOT/ Municipality 90% drawings are received.
- A minimum of 60 days for detailed design and construction drawing (begins after all information is received).
- Five days for Meter Services Engineer review of switchgear/ electrical room.
- ODOT/Municipality signs and returns the Line Extension Cost Agreement (LECA), Letter of Responsibility and payment (if applicable).
- Obtain easements — timeline varies
- Two weeks to three months to apply for, and receive municipal permits.*

Note: Railroad projects can take 6 months or longer for permitting.

- After design completion, we will have a pre-construction meeting with PGE Design Project Manager (DPM), Field Construction Coordinator (FCC) and ODOT/Contractor. Please allow up to three months for scheduling.
- Standoff bracket installation (if applicable)
- They should not call in advance as we do not pre-schedule trench and conduit Inspections, unless they're working directly with an FCC for the project who may coordinate specific schedules.
- Lead Working Foreman visits site to confirm it's ready for crew construction
- Construction is scheduled after permanent service order is ready.

Note: Timelines are based on ODOT/ Municipality providing PGE with all necessary information to complete the design.

PHASE 3
Permanent service

ODOT/Municipality contractor will:

- Ensure the construction site is clear before PGE crew arrival
- Ensure municipal electrical inspection has been completed
- Call PGE Service Coordination to request final service connection.

Note: ODOT/Municipality will call PGE Service Coordination to request permanent service, which creates a service order. If there are customer corrections to be made, the turnaround time will be longer. ODOT/Municipality needs to call PGE Service Coordination each time they need a re-inspection after turndowns.

PGE process and timelines:

- 3-day City/County electrical permit — final inspection
- 3 days for meter and CT wiring installation
- 10 to 14 days after meter installed, construction is scheduled

Note: Line crew construction time can vary based on the size and complexity of the job.

Email communication

In email subject line, include:

- ODOT K# or C# (prefer both)
- ODOT official project name
- PGE M# (once assigned after calling PGE Service Coordination)

In body of each email, include:

- Specific work request
- Job related drawings and specs
- Related PGE M#s, if multiple projects (i.e. New Service and Street Lights and Road improvement relocations)
- Requested timeline and contact info

*See "PGE — Streetlight design jobs"
** See "PGE — Facilities Relocation"
DPM = Service & Design Project Manager
FCC = Field Construction Coordinator

Utility Relocation
Start at the following website:
portlandgeneral.com/construction

Contact PGE DPM
A project manager or engineer is assigned to a project by region and/or work type. One ODOT/Municipality project might have multiple PGE DPMs assigned.

Service Coordination
portlandgeneral.com/construction
service.coordinators@pgn.com
503-323-6700
Monday through Friday,
7:30 a.m. to 4:30 p.m.

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