

1 REQUEST

Customer

- Complete and submit a [request for service form](#) and related documents
- Notify all other utilities regarding your project
- Notify PGE of any related work, road improvements, and street lighting
- Notify PGE whether or not you will need temporary power



*Your PGE Project Manager will contact you within **5 business days** of submitting your completed RFS form.*

2 DESIGN



*Allow for **60 or more days** for PGE to complete your design once all necessary information is received. Timing is dependent on the complexity of your project.*

PGE

- Assign a PGE Project Manager to work with you
- Design your project
- Perform meter gear review (if applicable)
- Send preliminary design (if applicable)
- Send you the final design and a Line Extension Cost Agreement

Customer

- Provide additional information as requested
- Review design for conflicts prior to PGE finalizing (if applicable)
- Return the signed Line Extension Cost Agreement and any payments to PGE

3 PERMITTING

PGE

- Acquire applicable permits as required by your local municipality

Customer

- Talk with PGE and your local municipality about required permits
- Acquire applicable permits as required by your local municipality



With your design complete and permits in hand, PGE's next steps are based on the pace of your trench construction.

4 TRENCH CONSTRUCTION + INSPECTION

Customer

- Schedule a pre-construction meeting with your PGE Project Manager, FCC and your excavation contractor
- Perform trench and conduit work
- Contact PGE to inspect and approve trench, conduit and vault before you backfill

PGE

- Inspect trench, conduit and vault
- Notify you of necessary corrections, if applicable
- Approve trench for backfill

5 COMPLETION

Customer

- Install metering switchgear following [Electric Service Requirements \(ESR\) metering guidelines](#)
- Complete municipal inspection of switchgear and electrical room
- After City, County or State approval, Call Service Coordination 503-323-6700 or 800-542-8818 to request final service inspection and metering to be installed

PGE

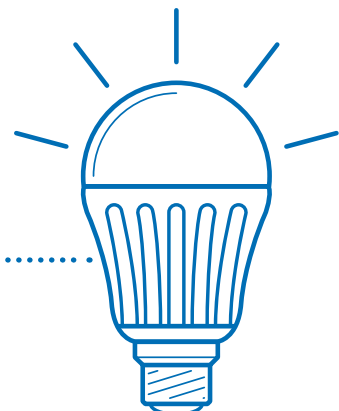
- Complete final inspection
- Install PGE facilities
- Connect service
- Complete additional metering (if applicable)



Depending on the number of meter rooms included in your design, the "Completion" steps may need to be repeated for each additional meter room.



*Assuming all permits are in place and you have submitted your signed LECA and payment (when applicable), PGE will begin construction **2-4 weeks** after you pass final inspection. Timing will vary by jurisdiction.*



Important reminder regarding temporary vs. permanent service:

The above describes the process for connecting **permanent service**. If you require **temporary service**, please discuss this with your PGE Project Manager when starting your project. Once you understand the available options, requests for temporary service must be initiated by calling Service Coordination at 503-323-6700 or 800-542-8818.