

# Single family extension service process

## 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 and 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
- Send you the final design and a Line Extension Cost Agreement
- Send you the PGE Utility Easement (if applicable)

### Customer

- Provide additional information as requested
- Return the signed Line Extension Cost Agreement and any payments to PGE
- Return the PGE Utility Easement (if applicable)

## 3 Permitting

### PGE

- Acquire applicable permits as required by the local municipality

### Customer

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



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

## 4 Trench construction + inspection

### Customer

- **OPTIONAL:** Contact your PGE Project Manager for guidance prior to digging your trench
- Perform trench and conduit work
- Contact PGE Service Coordination at **503-323-6700** or **800-542-8818** to inspect all trenches before you backfill

### PGE

- Inspect trench
- Notify you of necessary corrections (if applicable)
- Approve trench for backfill

## 5 Completion

### Customer

- Install meter base following **Electric Service Requirements (ESR) guidelines**
- Complete municipal inspection of meter base
- After City, County or State approval, call Service Coordination at **503-323-6700** or **800-542-8818** to request final service inspection and metering to be installed

### PGE

- Complete final service inspection and install meter
- Connect and energize service



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.

