

DETAILED PROCESS GUIDE:

SINGLE FAMILY EXTENSION SERVICE

Project Name:

This guide details 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.

1 REQUEST

Ready to begin your project? When you're ready to begin, join or sign in to [PowerPartner](#) and complete a request for new commercial service or upgrade or relocate existing commercial service.

Request for service form: Fill in all required information.

- **Temporary power:** Remember to indicate whether you will need temporary power before or after your electric service is completed. Your Project Manager will work with you on available options.
- **Other special considerations:** Let us know about any special considerations associated with your project. These may include: overhead-to-underground conversion, rewiring, well service, or needed removal of existing electrical equipment.

Site plan: Submit a to-scale drawing that shows layout of property with footprint of building and preferred locations of electric equipment terminations. Once assigned, your PGE Project Manager will outline what additional information you will need to provide for your project's design, including:

- Site grading, utility and landscaping plans
- Existing utility facilities
- Location of wetlands, creeks or other unique characteristics of the property
- Septic field layout
- Driveway locations

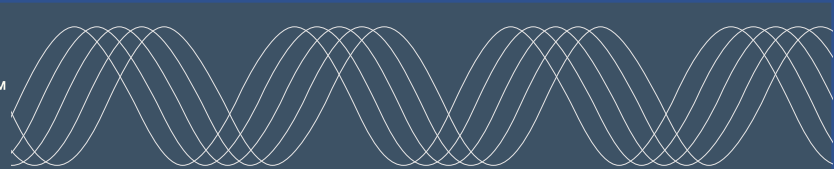
IMPORTANT: It is your responsibility to keep PGE updated on changes to your site plans; if your site plans change, your design changes too.

After you submit the requirements listed above, watch your email for written confirmation that we've received your information.

NOTE:

- Please review the Electric Service Requirements book for detailed requirements for all jobs: [Click here for more information](#)
- Now is also the time to think about green power options: [Click here for more information](#)
- 400 AMP or CT Rated services will require additional information for PGE Meter Gear Review. Please be prepared to provide metering equipment information.





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.*

We assign a Project Manager to work with you. Within five business days of receiving your full information, your PGE Project Manager will call you to discuss your project.

NOTE: if you do not hear from us within five business days, please contact Service Coordination at 503-323-6700 or 800-542-8818.

Please be prepared to discuss the following items with your PGE Project Manager:

Project timeline: include any relevant details about the timing and phasing of your project, including:

- Planned date to break ground
- Planned date to start dry utilities
- When you need a final approved design
- If and when you need temporary service
- When you need permanent service

In addition to providing the above information, be sure to also discuss the following items with your PGE Project Manager:

Permit requirements: Review permit requirements with your PGE Project Manager and local municipality. You and/or your excavation contractor may need to provide additional details about your project to assist PGE with project permitting.

We design your project.

IMPORTANT:

- Depending on the size and specifics of the project, completion of your design may take 60 or more days after all necessary information is received.
- Please provide updates of the above information and plans as your project progresses.
- Please keep your PGE Project Manager updated on changes to the timeline as soon as they occur.

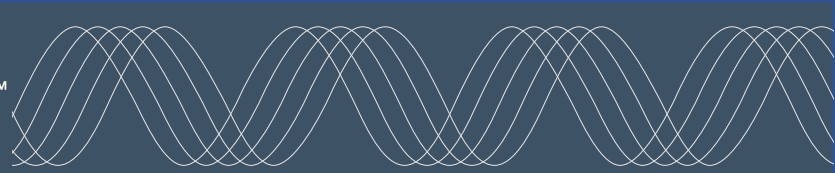
We send you Approved Construction Documents. Once your design is complete, you will receive an email with the Line Extension Cost Agreement (LECA) and final approved job sketch. The Line Extension estimate is valid for 6 months.

You return the signed Line Extension Cost Agreement and any payments to us.

Please follow the instructions included in the email to return the signed LECA and any associated [payment](#).

**The signed LECA is still required even if payment is not applicable.*





3 PERMITTING

We apply for applicable permits. Once we receive the signed Line Extension Cost Agreement and necessary payments, we'll apply for the applicable permits. At this time your PGE Project Manager is still your main contact. You may be contacted by PGE with details or questions regarding:

- PGE contractor requirements working in the Right of Way and/or private property. **see section below "About contractor approval"*
- Any permitting requirements required by the jurisdiction.

You apply for applicable permits. Depending on your jurisdiction, you may be able to work under PGE's right-of-way permit or you may need to acquire your own. Be sure to discuss your permit requirements with your PGE Project Manager and your local municipality and secure all applicable permits before beginning work.

IMPORTANT: Don't begin work in the right-of-way before permits are in place. You and your contractors must have copies of permits on site and follow all terms and conditions.

About city/county right-of-way permits:

- Each city/county has different permit requirements.
- A city/county may require before, during and after work notification, regardless of whether you are working under your own permit or PGE's.
- Understand and fulfill all permitting requirements to ensure your job is not slowed, shut down or fined for compliance issues.
- Coordinate with the city/county inspector as required.

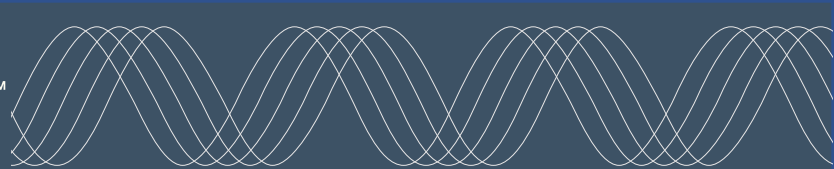
About contractor approval:

****only applicable to underground service request***

- Any contractor working in the right-of-way, installing conduits, vaults, etc. for PGE's future facilities, must be approved by PGE's Contract Services & Inspection (CS&I) team before starting work.
- A PGE approved contractor might be required:
 - for installing more sophisticated vaults and conduits
 - doing more complex work even on private property. Please reference the PGE Job Drawing for specific requirements or contact your PGE Project Manager.
- Verify with CS&I that your contractor's insurance, bonding, and other requirements are up to date. This process usually takes one week but may be shorter if your contractor has completed an application in the last 12 months.

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

***ONLY APPLICABLE TO UNDERGROUND SERVICE REQUEST**

Optional: Contact your PGE Project Manager for guidance prior to digging your trench.

You perform trench and conduit work. Complete any trench, vault and conduit work as needed and leave the trench open.

IMPORTANT: Please notify your municipality that work is starting in the right-of-way. All permits must be onsite while your excavator performs trench and/or boring work in the right-of-way.

You contact us to inspect all trenches before you backfill. Once the trench and conduit work is complete, call PGE Service Coordination at 503-323-6700 or 800-542-8818 to schedule your trench and conduit inspection. Make sure the site is clear, safe, and accessible for the inspection.

We perform final inspection of all work and approve for backfill.

IMPORTANT: After PGE has approved and the contractor has backfilled, please call your municipality to notify that construction has been completed in the right-of-way.

5 COMPLETION

You install meterbase and complete all required municipal inspections.

You (the billing party) call PGE Service Coordination 503-323-6700 or 800-542-8818 to set up the new account billing for the monthly usage once the permanent service is energized.

You call us to request final service inspection. To schedule, give PGE Service Coordination a call at 503-323-6700 or 800-542-8818. Please allow three to four days for this inspection.

We complete the final inspection.

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

We complete the final service inspection and install the meter.

We connect your service.

