



# PGE—streetlight design jobs

## PHASE 1 Pre-design

ODOT representative will:

**Step 1: Contact PGE Service Coordination** (see below) to get assigned a PGE M# and Project Manager

**Step 2: Provide:**

- ODOT K # and Designer
- ODOT official project name
- Preliminary site plan with streetlight design
- What type of streetlight design is required (Option A, B, C or metered) and who does it belong to
- Which municipality are they working with for street lighting (if applicable)
- Is temporary lighting needed
- What type of streetlights and poles are required for final plan
- Billing contact information

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

**PGE will provide:**

- Preliminary information to help with initial project scope and budgeting
- Main point of contact and M#
- General timelines
- Streetlight vault and conduit requirements
- Streetlight responsibility letter
- Next steps to move forward

## PHASE 2 Design

ODOT representative will provide:

- 30/60/90% drawings and specs
- City stamped and approved streetlight design (if applicable)
- ODOT permits and easements
- If underground is required, provide vault and conduit path per PGE drawings (only when pre-determined)

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

**PGE process and timelines:**

- PGE preliminary streetlight design starts after Service and Design has a preliminary design for the project.
- PGE final design starts after receiving a copy of approved lighting design.
- Minimum 60 days for detailed design and construction drawing (prepared after all information is received)
- Streetlight cost agreement
- Letter of Authorization (LOA) - Signed copy needed in order to schedule.
- 2 weeks to 3 months- Apply and receive municipal permits
- After final-design: Pre-construction meeting with LSDPM, SDPM, FCC and ODOT
- Standoff bracket installation (if applicable)

## PHASE 3

### Installing PGE streetlights

ODOT representative to provide:

- Ensure the construction site is clear before PGE crew arrival
- Call PGE Service Coordination to request final trench inspection
- 3-days City/County electrical permit - final inspection (Option C streetlight)

ODOT will call PGE Service Coordination to request final inspection, please provide PGE job number. If there are customer corrections to be made the turnaround time extends. ODOT needs to call PGE Service Coordination each time they need a re-inspection after turn downs.

**PGE process:**

- 3 days City/County electrical permit—final inspection (Option C streetlight)
- 10-14 days after final inspection from PGE construction is scheduled
- Note: Line crew construction time can vary based on the size and complexity of the job.

**E-mail communication requirements:**

- ODOT K# or C# (prefer both)
- ODOT official project name
- PGE M# (once assigned after calling PGE Service Coordination)
- Specific work request
- Job related drawings & specs
- Related PGE M#'s if multiple

## New Service Request

Start at the following website:  
[portlandgeneral.com/construction](http://portlandgeneral.com/construction)

## Contact PGE SDPM

A Project Manager or Project Engineer is assigned by region and/or work type.

## Service Coordination

[portlandgeneral.com/construction](http://portlandgeneral.com/construction)  
[service.coordinators@pgn.com](mailto:service.coordinators@pgn.com)  
503-323-6700  
800-542-8818