



Residential Underground Project Outline

Customer Responsibilities	Service Provider Responsibilities
<u>Step 1</u> -Customer contacts Company's Design Services Department, refer to SR-101 for contact information. Customer provides the following: 1) Residential New Construction Application information 2) Site plan if (1) acre or larger, and legal description of the property 3) Electric load plan if over 200 amps 4) Electrical Permit Number	<u>Step 2</u> -Design Services reviews the plans and provide a Preliminary Electrical Design drawing for the customer within 20 days (if necessary). The Preliminary Electrical Design will include the Electrical Service Requirements specifications, easement requirements (if required) and the need for a contract and/or costs for the project (if required)
<u>Step 4</u> -Customer approves or requests changes of the Preliminary Electrical Design. Customer signs the approval letter & faxes it to the assigned Scheduling Coordinator (if one is sent to the customer).	<u>Step 3</u> -An Approval Letter is mailed to the customer by Design Services. This correspondence will include the Preliminary Electrical Design Drawing, related Electrical Service Requirements, and the request for a legal description and sketch for the new easement (if required).
<u>Step 6</u> -If required, customer submits the original copies of the legal description and sketch written by a Registered Land Surveyor (RLS).	<u>Step 5</u> -Design Services prepares a final Construction Drawing of the electrical system. Copies are sent to the customer and other utilities (<u>not all utilities receive copies</u> , customer to inquire with each utility) within 20 days.
<u>Step 8</u> -Customer signs, notarizes the easement and returns to Service Provider.	<u>Step 7</u> -Design Services forwards the legal description & sketch to Company Land Department to review and prepare for the customers signature. The prepared easement package is sent to the customer within 20 days.
<u>Step 10</u> -Customer executes the agreement and returns it to Service Provider, if required.	<u>Step 9</u> -Design Services prepares any required Billable estimates. The Company sends the agreement to the customer (i.e. Line Extensions, Prior to Improvements, etc.)
<u>Step 12</u> -Customer may contact Design Services prior to starting construction, either by phone (to answer any questions) or an on site pre-construction meeting (if required).	<u>Step 11</u> -Design Services sends the "Approved for Construction Drawing" and correspondence letter <u>AFTER</u> the easements and/or Agreements are received.
<u>Step 13</u> -Customer to stake out the easement for the trenching contractor and Service Provider's inspector. The contractor digs the trench, (refer to the trenching & conduit installation specifications per the approved construction drawing) installs the conduit system (including any service stubs) and calls for inspection.	<u>Step 14</u> -Service Provider's representative inspects the trench and conduit system and notifies the customer if Passed or Failed the inspection.
<u>Step 15</u> -Customer calls for a concrete encasement inspection (if required) prior to backfilling the trench.	<u>Step 16</u> -Design Services representative inspects the concrete installation and notifies the customer if Passed or Failed the inspection.
<u>Step 17</u> -Customer shades the trench with 1 ft. of backfill over Service Provider's conduit system (if joint trench with other utilities and installs other utilities), then backfills the remainder of the trench (100%) and establishes final grade. Compacts & levels the pad site, installs pad per SR-209 & SR-208. Customer calls for the transformer pad site, pedestal site and mandrel inspections.	<u>Step 18</u> -Service Provider's representative inspects the backfill, transformer site, pedestal site, J1 sites. Witnesses the customer representative mandrel pull and notifies the customer if Passed or Failed the inspection. Upon approval, the customer will pour a slurry of concrete 1/2 inch thick inside the transformer pad opening, for rodent protection.
<u>Step 19</u> -Customer digs the service trench, installs the remaining service conduit system and the service meter panel. Customer calls Service Provider for service inspection if service is over 200A and/or a manufactured home. Customer must also call the governmental agency for inspection, refer to SR-101 for contact information.	<u>Step 20</u> -Service Provider's representative inspects the service entrance and conduit system (if required) and notifies the customer if Passed or Failed the inspection. Governmental agency inspection must be completed and will notify Service Provider of final clearance.
	<u>Step 21</u> -Service Provider will install the service & meter <u>AFTER</u> the final clearance has been received from the governmental agency & credit is cleared on the customers billing account. <u>Note:</u> Work loads and emergency power restorations may impact the installation date.

FORMERLY SR-1.15

 UniSourceEnergy SERVICES SANTA CRUZ COUNTY	INITIATED BY	SC	REVISION NO.	8	SR-109 Pg. 1 of 2
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Commercial Underground Project Outline

Customer Responsibilities	Service Provider Responsibilities
<p><u>Step 1</u>-Customer contacts Company's Design Services Department, refer to SR-101 for contact information.</p> <p>Customer provides the following:</p> <ol style="list-style-type: none"> 1) Residential New Construction Application information 2) Site plan if (1) acre or larger, and legal description of the property 3) Electric load plan if over 200 amps 4) Electrical Permit Number 	<p><u>Step 2</u>-Design Services reviews the plans and provide a Preliminary Electrical Design drawing for the customer within 20 days (if necessary). The Preliminary Electrical Design will include the Electrical Service Requirements specifications, easement requirements (if required) and the need for a contract and/or costs for the project (if required)</p>
<p><u>Step 4</u>-Customer approves or requests changes of the Preliminary Electrical Design. Customer signs the approval letter & faxes it to the assigned Scheduling Coordinator (if one is sent to the customer).</p>	<p><u>Step 3</u>-An Approval Letter is mailed to the customer by Design Services. This correspondence will include the Preliminary Electrical Design Drawing, related Electrical Service Requirements, and the request for a legal description and sketch for the new easement (if required).</p>
<p><u>Step 6</u>-If required, customer submits the original copies of the legal description and sketch written by a Registered Land Surveyor (RLS).</p>	<p><u>Step 5</u>-Design Services prepares a final Construction Drawing of the electrical system. Copies are sent to the customer and other utilities (<u>not all utilities receive copies</u>, customer to inquire with each utility) within 20 days.</p>
<p><u>Step 8</u>-Customer signs, notarizes the easement and returns to Service Provider.</p>	<p><u>Step 7</u>-Design Services forwards the legal description & sketch to Company Land Department to review & prepare for the customer's signature. The prepared easement package is sent to the customer within 20 days.</p>
<p><u>Step 10</u>-Customer executes the agreement and returns it to Service Provider, if required.</p>	<p><u>Step 9</u>-Design Services prepares any required Billable estimates. The Company sends the agreement to the customer. (i.e. Line Extensions, Prior to Improvements, etc.)</p>
<p><u>Step 12</u>-Customer makes service application and provides the electrical permit number and clears credit on the billing account.</p>	<p><u>Step 11</u>-Design Services sends the "Approved for Construction Drawing" and correspondence letter <u>AFTER</u> the easements and/or Agreements are received.</p>
<p><u>Step 13</u>-Customer may contact Design Services prior to starting construction, either by phone (to answer any questions) or an on site pre-construction meeting (if required).</p>	<p><u>Step 15</u>-Service Provider's representative inspects the civil work per Step 14 and notifies the customer if Passed or Failed the inspection. <u>NOTE</u>: For three-phase & single-phase projects, if executed easements are not returned at this point, courtesy inspections can be given up to the point of pulling a mandrel through the conduit system.</p>
<p><u>Step 14</u>-Stakes out easement for trenching contractor and Service Provider's inspector. For three-phase commercial projects:</p> <ul style="list-style-type: none"> • Trenches and installs duct and all sweeps plus 10 ft. riser section. Calls for inspection before concrete encasement. • Encases sweeps with concrete as needed. Calls for inspection before and after concrete encasement. • Backfills trench and installs pad. (If pouring pad, calls for framing inspection before pouring). • Installs bumper posts if required. Calls for inspection. • Installs pull rope in conduit system and calls for mandrel inspection. Mandrel will be pulled through the conduit system in the presence of a Service Provider's inspector. If necessary, calls 918-8300 for access into existing Company equipment. <p><u>NOTE</u>: Refer to Service Provider's construction drawing for all required specifications for pull box, PMH, PME and J-2 installation.</p>	<p><u>Step 16</u>-Design Services releases the job to construction once all the civil work is inspected and approved.</p>
<p><u>Step 18</u>-Customer installs service entrance, pulls in service conductors, color code tape ID the conductors and install an address label on each neutral conductor (for three-phase installations). If single-phase installation, install the service entrance and conduit system (in preparation for Service Provider cable installation). Calls Service Provider for trench, conduit, backfill and mandrel inspections.</p>	<p><u>Step 17</u>-Service Provider's schedules work in Construction that installs primary cable facilities (transformer, J-2's, PME units, etc.). Estimated 15 working days to complete job (30 days for project with a feeder system). <u>NOTE</u>: If a planned power outage is required to schedule the job, then Service Provider will coordinate the outage. The job will be completed when the outage can be scheduled.</p>
<p><u>Step 19</u>-Customer digs the service trench, installs the remaining service conduit system and service meter panel. Customer calls Service Provider for service inspection if service is over 200A and/or a manufactured home. Customer must also call the governmental agency for inspection, refer to SR-101 for contact information.</p>	<p><u>Step 20</u>-Service Provider taps the customer's wires at the transformer (if three-phase commercial) and sets meter. If single-phase, Service Provider installs service cable & sets meter. However, the following contingencies must be met:</p> <ul style="list-style-type: none"> • All Service Provider inspections passed. • Customer's credit clears. • Final governmental clearance received.

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