



**UTILITY SERVICE APPLICATION**  
**PERMANENT COMMERCIAL/MULTI-FAMILY**  
**ELECTRIC, WATER, GAS, AND WASTEWATER FACILITIES INSTALLATION**

**TO AVOID DELAYS, PLEASE MAKE SURE THIS APPLICATION IS FILLED OUT COMPLETELY AND AS ACCURATE AS POSSIBLE**  
A separate application and load information is required for each meter requested  
Upon completion of review and approval a copy of this form will be sent back to applicants requesting Electric Service.

Click here to  
[Clear Form](#)

<b>Project Address (LEGAL ADDRESS INCLUDING SUITE # IF APPLICABLE):</b>	<b>Suite/Unit #:</b>	<b>Building Department Permit Application Number:</b>	<b>Utilities Department Application Number:</b>
<b>Name of Applicant:</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Agent		
<b>Company Name:</b>	<b>Phone:</b>	<b>E-mail:</b>	
<b>Address:</b>	<b>City / State / Zip:</b>		
<b>UTILITY SERVICE CONNECTION/INSTALLATION FEE BILLING INFORMATION</b>			
The utility connections charges invoice will either be attached to the building permit plans or mailed to the responsible billing party on this service application. Contact Utilities Engineering for a copy of the invoice. It is the customer's responsibility to be aware of this billing and to make prompt payment. <b>FULL PAYMENT IS REQUIRED PRIOR TO THE SCHEDULING OF ANY WORK OR INSPECTIONS BY THE CITY OF PALO ALTO UTILITIES.</b>			
<b>Name on the Invoice:</b>	<b>Phone:</b>	<b>E-mail:</b>	
<b>Address:</b>	<b>City / State / Zip:</b>		

<b>Services Requested and Desired Date of Installation:</b>	<input type="checkbox"/> Electric	<input type="checkbox"/> Water	<input type="checkbox"/> Gas	<input type="checkbox"/> Wastewater
<b>Project Status</b>	<input type="checkbox"/> Planning	<input type="checkbox"/> Bidding	<input type="checkbox"/> Construction	

**Depending on Utility Service Type Requested, Please Complete Appropriate Portions of this Application**

<b>Project Type (check all boxes that apply)</b>	<input type="checkbox"/> New Service	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Tenant Improvement
	<input type="checkbox"/> Service Upgrade	<input type="checkbox"/> Service Relocation	<input type="checkbox"/> Fire Protection/Sprinkler	<input type="checkbox"/> Pool/Spa
	<input type="checkbox"/> PV System (Photovoltaic)	<input type="checkbox"/> EVSE (Electric Vehicle)	<input type="checkbox"/> ESS (Energy Storage)	<input type="checkbox"/> Other (explain in Description of Work)
<b>Brief Description of Work</b>				<b>Total building area upon completion:                      sq-ft</b>

**Gas/Electric Load Information**

(INDICATE PEAK OR MAXIMUM RATES OF USE OR FLOW)

Attach adequate Electric Load information verifying National Electric Code Article 220 (Branch Circuit and Feeder Calculations) requirements are met.

Description	Gas <sup>1</sup>	Electric	Electric Units (Select One)	Existing	New (Additional)	Total (Existing + New)	CPAU OFFICE USE ONLY
SPACE HEATING	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				
HVAC (1 Phase electric)		<input type="checkbox"/>	Select from list				
HVAC (3 Phase electric)		<input type="checkbox"/>	Select from list				
WATER HEATING/BOILER	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				
COOKING EQUIPMENT	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				
CLOTHES DRYER	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				
POOL/SPA HEATER	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				
POOL/SPA PUMP		<input type="checkbox"/>	Select from list				
LIGHTING		<input type="checkbox"/>	Select from list				
RECEPTACLE, OTHER		<input type="checkbox"/>	Select from list				
PROCESS POWER		<input type="checkbox"/>	Select from list				
ELEVATORS		<input type="checkbox"/>	Select from list				
LARGEST MOTOR		<input type="checkbox"/>	Select from list				
OTHER MOTORS (1 PH)		<input type="checkbox"/>	Select from list				
OTHER MOTORS (3 PH)		<input type="checkbox"/>	Select from list				
PHOTOVOLTAIC SYSTEM (PV)		<input type="checkbox"/>	kW (CEC-AC)				
ENERGY STORAGE SYSTEM (ESS)		<input type="checkbox"/>	kW (AC)				
ELECTRIC VEHICLE CHARGING SYSTEM (Load per Charging Station)	Number of Charging stations:		Number of electric vehicle parking spaces:		kW per charger		
OTHER _____	<input type="checkbox"/> (BTUH)	<input type="checkbox"/>	Select from list				

BTUH: BTU (British Thermal Unit) PER HOUR      kW: kilowatts (=1000 Watts)      kVA: kilovoltamps (=1000 Voltamps)      hp: Horsepower

<sup>1</sup> Gas is typically delivered and supplied at the meter by CPAU at standard "low pressure" of 7" (inches) of Water Column (WC), (0.25 psi) above atmospheric pressure. A written request must be submitted and approved by Utilities Engineering for gas delivery at elevated pressure "medium pressure" (commercial use only).

Continued on Page 2 for Water and Wastewater Loads and Electric Service Requirements (back of this sheet)

## Water

**WATER LOAD DEMANDS:** REFER TO THE LATEST EDITION OF THE CITY ADOPTED UNIFORM PLUMBING CODE, WATER SUPPLY & DISTRIBUTION SECTION, FOR CALCULATING FIXTURE UNITS AND GALLONS PER MINUTE.

WATER USE DEMAND	EXISTING	NEW (Additional)	TOTAL (Existing + New)	CPAU OFFICE USE ONLY
DOMESTIC USE	F.U.	F.U.	F.U.	
FIRE PROTECTION/SPRINKLER	G.P.M.	G.P.M.	G.P.M.	
IRRIGATION USE MAX VALVE	G.P.M.	G.P.M.	G.P.M.	

F.U.: Fixture Units

G.P.M.: Gallons per Minute

## Wastewater

**WASTEWATER LOADS:** REFER TO SECTION 2730 IN THE CURRENT "UTILITY STANDARDS" FOR WASTEWATER DESIGN STANDARDS.

	EXISTING FIXTURE UNITS	NEW FIXTURE UNITS	EXISTING # Dwelling Units/S.F.	NEW # Dwelling Units/S.F.	TOTAL (EXISTING + NEW)	CPAU USE OFFICE ONLY
MULTI-FAMILY	F.U.	F.U.	D.U.	D.U.	D.U.	
COMMERCIAL	F.U.	F.U.	S.F.	S.F.	S.F.	
RESEARCH/ OFFICE	F.U.	F.U.	S.F.	S.F.	S.F.	

F.U.: Fixture Units

D.U.: Dwelling Units

S.F.: Square-Feet

## ELECTRIC (INCLUDE ELECTRIC SINGLE LINE DIAGRAM OF PROPOSED INSTALLATION)

SERVICE INFORMATION	Existing	Requested
Service Voltage		
Main Switch Size (Amps)		
Type & Number of Meters		

Electric Service Information (CPAU OFFICE USE ONLY)		Service Order Number	
Estimated Demand	kVA	Transformer kVA and Type	
Map Number		Transformer Number(s)	
Fees	\$	Minimum AIC rating of Electric Panel for requested service:	,000 A Sym at V
Remarks for Applicant	<ul style="list-style-type: none"> <li>• ALL work must meet current CEC and CPA Standards – including "LIKE-FOR-LIKE" replacement work.</li> <li>• Additional fees may apply after permit approval</li> <li>• Electric service panel must meet the AIC rating indicated above for the requested service voltage.</li> <li>• Service Panels 400 A or greater – submit factory drawings for approval. Catalog cutsheets are acceptable for panels less than 400 A.</li> <li>• Only socket type meters are allowed.</li> <li>• Call Electric Operations (650-496-8914) for service Disconnect and Reconnect, if required.</li> <li>• All work must be inspected and approved by the CPAU Inspector (650-496-5934) and CPA Building Department (650-328-2496) prior to final connection by Utilities.</li> </ul>		
			Additional Sheets are Attached: Yes No
Approved by:		Phone #:	Date:

### UTILITY PLAN SUBMITTAL CHECKLIST:

This checklist is intended to provide general guidance and minimum criteria for the design and construction requirements for utility facilities for any development located within the City of Palo Alto. The purpose of this plan submittal checklist is to clarify the minimum information Utilities Engineering requires for the review of the service application. Utilities Engineering will only review and provide written comments on a completed set of design plans that are submitted for review.

- COMPLETED UTILITY SERVICE APPLICATION INCLUDING UTILITY DEMANDS
- FINAL AND LEGAL ADDRESS FOR THE SERVICE LOCATION
- A WRITTEN REQUEST AND INDICATION OF REQUESTING ELEVATED GAS PRESSURE
- SITE PLAN SHOWING EXISTING AND PROPOSED UTILITY SERVICES, METER LOCATIONS, BACKFLOWS, CLEANOUT, BACKWATER VALVE ETC.
- IMPROVEMENT & UTILITY PLAN SHOWING EXISTING AND PROPOSED UTILITY SERVICES & METER LOCATIONS
- EASEMENT REQUIREMENTS
- ARCHITECTURAL PLANS TO REVIEW METER LOCATIONS (ELEVATION PLANS, FLOOR PLANS, WINDOW SCHEDULES)
- PLUMBING, MECHANICAL PLANS INDICATING LOADS AND GAS PIPING DIAGRAM
- LANDSCAPING PLANS
- ELECTRICAL PLANS INCLUDING ELECTRIC SINGLE LINE DIAGRAM OF PROPOSED INSTALLATION
- FRONT VIEW PHOTOS OF EXISTING GAS AND ELECTRIC METERS (FOR SERVICE UPGRADES)
- ADDITIONAL LOAD DETAILS BEYOND THOSE LISTED BELOW
- INTERCONNECTION AGREEMENT FOR NET ENERGY METERING GENERATING FACILITIES: PHOTOVOLTAIC, ENERGY STORAGE PROJECTS