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[www.cityofpaloalto.org/gov/depts/utl/eng/default.asp](http://www.cityofpaloalto.org/gov/depts/utl/eng/default.asp)

## UTILITY SERVICE APPLICATION PERMANENT SINGLE FAMILY RESIDENTIAL 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.**

Project Address (LEGAL ADDRESS INCLUDING SUITE # IF APPLICABLE):	Suite/Unit #:	Building Department Permit Application Number:	Utilities Department Application Number:
Name of Applicant:		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor <input type="checkbox"/> Owner's Agent	
Company Name:		Phone:	E-mail:
Address:		City / State / Zip:	

### UTILITY SERVICE CONNECTION AND INSTALLATION CHARGES BILLING INFORMATION

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.  
**FULL PAYMENT IS REQUIRED PRIOR TO THE SCHEDULING OF ANY WORK OR INSPECTIONS BY THE CITY OF PALO ALTO UTILITIES.**

Name on the invoice:	Phone:	E-mail:
Address:		City / State / Zip:

Services Requested and Desired Date of Installation:	<input type="checkbox"/> Electric _____	<input type="checkbox"/> Water _____	<input type="checkbox"/> Gas _____	<input type="checkbox"/> Wastewater _____
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### 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"/> ADU / Conversion
	<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"/> All-Electric Conversion
<b>Brief Description of Work</b>				Total building area upon completion: _____ sq-ft

## Water, Gas, Electric Service 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.*

WATER LOADS & FIXTURES (PER METER)		GAS (PER METER) & ELECTRIC LOADS (Select Units From List)			
DESCRIPTION	QTY	DESCRIPTION	EXISTING	NEW	UNITS
NUMBER OF FULL BATHROOMS		WATER HEATER/TANKLESS			
NUMBER OF HALF BATHROOMS		POOL/SPA HEATER			
ADDITIONAL SHOWERS TO A BATHROOM		SPACE HEATING/HEAT PUMP			
NUMBER OF KITCHENS (1 SINK & 1 DISHWASHER)		COOKING EQUIPMENT			
NUMBER OF LAUNDRY (1 SINK & 1 WASHING MACHINE)		CLOTHES DRYER			
NUMBER OF HOSE BIBS		FIRE LOG/FIREPLACE			
NUMBER OF SINKS/WETBARS (NOT KITCHEN SINK)		AIR CONDITIONING			
TOTAL NUMBER OF DOMESTIC FIXTURE UNITS, IF KNOWN		ELECTRIC VEHICLE CHARGER			
<b>IRRIGATION LANDSCAPE USE MAXIMUM VALVE, IN GPM:</b>		PHOTOVOLTAIC/GENERATOR			
<b>FIRE SPRINKLER LOAD IN GPM (GALLONS PER MINUTE):</b>		OTHERS			

BTUH: BTU (British Thermal Unit) PER HOUR

kW: kilowatts (=1000 Watts)

kVA: kilovoltamps (= 1000 Voltamps)

## ELECTRIC (Include Electric Single Line Diagram of Proposed installation for 400 amps and up)

SERVICE INFORMATION	EXISTING	REQUESTED
<b>Main Switch Size (Amps)</b>	Select from list:	Select from list:
<b>Service Type (Select from list)</b>		
<b>Number of Meters and Location (NOTE: Only one service per parcel)</b>	No. Meters: _____ Location: _____	No. Meters: _____ Location: _____
<b>Applicant's Name:</b>	<b>Applicant's Signature:</b>	<b>Application Date:</b>

**SEE NEXT PAGE FOR REMARKS RETURNED FROM CPAU** → → → →

**NOTES FOR APPLICANT:**

Utility Service Applications involving electric utility work will be reviewed and returned to the applicant with comments and approvals. You should be sure your application is approved by Electric Engineering before proceeding with your project to avoid any delays or changes. Comments from Engineering back to the applicant will be provided on page 2 of this application and the applicant must comply with City of Palo Alto requirements before final electrical connection is performed by Utilities.

**FOR CPAU USE ONLY**

1. All work per NEC and CPA Electric Service Requirements and Standards. For more details, visit [www.cityofpaloalto.org/ElectricServiceRequirements](http://www.cityofpaloalto.org/ElectricServiceRequirements)
2. Payment of the final invoice must be received by the City of Palo Alto before any work will be scheduled.
3. Call electric operations (650-496-6914) for service disconnect and reconnect, if required.
4. All work must be inspected and approved by CPAU (650-496-5934) & CPA Building (650-329-2496) prior to connection by Utilities.
5. AIC rating is based on the proposed meter location. CPAU must be notified of any changes as this may affect the available short circuit current at the panel and the required AIC rating of the panel.

Additional Sheets are Attached:  Yes  No

<b>Electric Service Information</b> <i>(CPAU use ONLY)</i>		Service Order Number	
Estimated Demand	kVA	Transformer kVA and Type	
Map Number		Transformer Number(s)	
<b>Fees</b>	\$	<b>Unless otherwise noted below *</b> <b>Standard <u>Min</u> AIC rating for panel ≤ 200 – 10,000 amps</b> <b>Standard <u>Min</u> AIC rating for panel &gt; 200 – 27,300 amps *</b>	
Electric Application Approved by:		Phone #:	Date:

\*Alternatively, per CPAU Engineering, the following AIC rating might be used for the requested electric panel:

\_\_\_\_\_ A Sym at \_\_\_\_\_ V with a minimum \_\_\_\_\_ ft. service cable length (assuming that CPAU's standard cables are used)

**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 AND SIGNED UTILITY SERVICE APPLICATION INCLUDING UTILITY DEMANDS FOR THE REQUIRED SERVICES
- FINAL AND LEGAL ADDRESS FOR THE SERVICE OR METER LOCATION. ADU'S MUST HAVE AN ADDRESS TO ESTABLISH SERVICE.
- SITE PLAN SHOWING EXISTING AND PROPOSED UTILITY SERVICES, METER LOCATIONS, BACKFLOWS, CLEANOUT, BACKWATER VALVE ETC.
- EASEMENT REQUIREMENTS
- ARCHITECTURAL PLANS TO REVIEW METER LOCATIONS (ELEVATION PLANS, FLOOR PLANS, WINDOW SCHEDULES)
- ELEVATION PLANS SHOWING GAS/ELECTRIC METERS IN RELATION TO WINDOWS, VENTS, BUILDING EQUIPMENT OR SOURCES OF IGNITION
- PLUMBING, MECHANICAL PLANS INDICATING LOADS AND GAS PIPING DIAGRAM.
- SITE OR PLUMBING PLANS SHOWING THE CITY SEWER CLEAN OUT AND PROPOSED SEWER DISCHARGE CONNECTION. ADU'S ARE INCLUDED
- LANDSCAPING PLANS SHOWING EXISTING AND PROPOSED TREES TO BE PLANTED NEAR UTILITY LINES
- ELECTRICAL PLANS SHOWING UNDERGROUND AND OVERHEAD UTILITIES AND SERVICE POINT OF CONNECTIONS WITH METERS
- LOCATION OF ELECTRICAL MAIN SERVICE PANEL AND SUBPANELS IF RELOCATING THE ELECTRIC SERVICE MORE THAN 10 FEET.
- ELECTRIC SINGLE LINE DIAGRAM OF PROPOSED INSTALLATION (REQUIRED FOR 400 AMPS AND UP REQUESTS)
- FRONT VIEW PHOTOS OF EXISTING GAS AND ELECTRIC METERS (FOR SERVICE UPGRADES)
- ADDITIONAL UTILITY LOADS DETAILS BEYOND THOSE LISTED ON THE APPLICATION
- INTERCONNECTION AGREEMENT FOR NET ENERGY METERING GENERATING FACILITIES: PHOTOVOLTAIC, ENERGY STORAGE PROJECTS