

 Building Division	ELECTRICAL CONVERSION Underground Districts City of Palo Alto (CPA) Building Inspection Division 285 Hamilton Ave. Inspection Request: 650 329-2496	Rev. Date: 06/13/11
		General Requirements/Checklist for: Residential and Commercial
		Codes Enforced: 2010 CEC Palo Alto Municipal Code (PAMC)
The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.		

PRE-SITE INSPECTION

- **A pre-site inspection is required prior to commencing work to verify work will meet CEC and CPA Electric Utilities standards.**

A CPA UTILITY ELECTRIC APPLICATION MUST BE COMPLETED FOR EACH CONVERSION.

PERMIT IS NOT REQUIRED (For underground districts only)

1. When existing service is un-tampered and has all required city release tags and seals.
 2. When using existing equipment, it must have provisions for underground feeds.
 3. Where new underground feed is within 10' of the existing equipment and requires no more than one LB for connections there to.
- Underground utilities will verify torque and duct seal is installed at underground conduit. Meter will be set and returned to service.
 - Bollards shall be installed when electric equipment is subject to physical damage. See CPA Electric Utilities DWG NO. DT-SS-C-1005.
 - Working clearances, according to CEC 110.26, must be maintained.

PERMIT IS REQUIRED

- When the service entrance location exceeds 10' from the existing service location. Meter main shall be installed.
- When tampered or unsealed meters or new equipment without permit is discovered.
- If un-permitted equipment is encountered, the property owner shall hire a licensed and qualified electrician to verify all work complies with the current California Electrical Code and local utilities standards SR-CN-D-1009.

SEE RESIDENTIAL & COMMERCIAL INSPECTIONS GUIDELINES HANDBOOK FOR REGULATIONS CONCERNING ELECTRIC SERVICE REQUIREMENTS.

When the main electrical service is relocated and the old panel is converted to a subpanel:

1. The old panel shall be listed for such use. If the existing panel is not listed for use as a subpanel, a new panel shall be installed.
2. The equipment grounds and the grounded conductors are required to be separated and require a separate bus bar.
3. The water ground and grounding electrode conductor shall be removed from the old panel and installed at the new main electrical service.
4. When the feeders are run in non metallic conduit, an equipment grounding conductor shall be installed per CEC 250-122.

At time of inspection:

1. CPA underground electrical inspector shall have approved and placed a green sticker on the panel
2. The equipment shall be secured.
3. All bonding and grounding shall be complete.
4. Service entrance conductors shall be landed and torqued.
5. Where conductors terminate at a mechanical lug, conductors shall be wire brushed and coated with an approved anti oxidation compound.

COMMERCIAL INSTALLATIONS:

1. Where the voltage is being changed, verify with electric utilities that the meter base complies with their standards.
2. Obtain short circuit current (fault condition) from CPA electric engineering. The equipment must be listed at or above this value.
3. Bollards shall be installed when electric equipment is subject to physical damage. See CPA Electric Utilities DWG NO. DT-SS-C-1005.
4. Switchgear located outside shall have a phenolic label (red background with white lettering) with the address.
5. Label service equipment with short circuit current available (i.e.) "SCCA, 42,000 amps" *CEC 90.4*. Mount phenolic plaque on face of equipment