

**ELECTRIC SERVICE PLANNING  
INFORMATION FORM**  
<http://www.alamedamp.com/working-with-amp>  
**PERMANENT NON-RESIDENTIAL SERVICE**



**THIS FORM MUST BE FILLED OUT COMPLETELY BEFORE IT IS PROCESSED. SHADED AREAS ARE FOR AMP USE ONLY.**  
**This form, including comments from AMP, will be sent back to the applicant after review. Please include an address below.**

**AMP Advanced Engineering non-refundable fee of a minimum of \$5000.00 maybe assessed prior to AMP commencing design work.**  
**Specific or additional fees will be corresponded by AMP Engineering.**

Community Development Department Permit Number:	AMP Engineering Application Number:
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Project Address:

Name of Applicant / Company:	Tel:
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Address:	City / State:	Zip:	Email:
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**\*\*Billing Instructions\*\***

Bill New Service Charges to:	Tel:
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Address:	City / State:	Zip:	Email:
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How would you like to receive this completed application and / or invoice? Check one:  Email  Mail

Brief Description of ELECTRICAL Work:	

**NOTE: Utilities services are typically installed in 60 days following receipt of final payment.**

Project Type (check all boxes that apply)	<input type="checkbox"/> New Construction / New Service	<input type="checkbox"/> Service Upgrade	<input type="checkbox"/> Overhead
	<input type="checkbox"/> Underground	<input type="checkbox"/> Service Relocation	<input type="checkbox"/> Spa or Pool

**\*\*If New Construction or Relocation attach a site plan showing the outline of the dwelling, property lines, existing & proposed service locations & EUSERC Compliant Service Equipment Drawings\*\*NO FULL-SET SUBMITTALS REQUIRED.**

SERVICE INFORMATION	Existing	Requested
Service Voltage		
Service Location (Indicate on site plan)		
Main Switch Size (Amps)		
Number of Meters		
Conduit Size (per AMP Std.)		
Cable Size & Type (per AMP Std.)		

**ELECTRIC LOAD DATA (provide connected kW, kVA or hp, check appropriate unit of measurement)**

	kW	kVA	HP		kW	kVA	HP
Lighting				HVAC (1 PH)			
Receptacle				HVAC (3 PH)			
Process Power				Motors (1 PH)			
Elevators				Motors (3 PH)			
Largest Motor				OTHER			
TOTAL:							

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

<b>SERVICE ORDER INFORMATION (AMP Engineering Use ONLY)</b>		Work Order Number	
Pole #		Transformer kVA and Type	
Map Number		Transformer Number(s)	
Fees	\$	Minimum AIC rating of Electric Panel for requested service:	,000 A Sym at V



## A GUIDE TO THE ALAMEDA MUNICIPAL POWER (AMP) ELECTRIC SERVICE APPLICATION PROCESS

*The following procedure is intended to help you understand how your ELECTRIC Utility Service Application, for an electric service connection at your electric panel is normally processed.*

1	Customer completes a "UTILITY SERVICE APPLICATION" for <a href="#">Commercial</a> or <a href="#">Temporary</a> Electric Service and submits it to AMP for review and approval.	AMP will review and return the application to the applicant typically within 1-10 BUSINESS DAYS.
2	Customer presents to <b>COMMUNITY DEVELOPMENT DEPARTMENT (CDD) (2263 Santa Clara Ave. Room 190)</b> a completed "UTILITY SERVICE APPLICATION" for Commercial or Residential Electric Service including all service demands and <b>SITE and ELEVATION PLANS SHOWING THE ELECTRIC PANEL AND THE PROPOSED SERVICE LOCATION. NO FULL-SET SUBMITTALS PLEASE.</b>	<b>CDD</b> forwards the permit, plans and application to AMP ENGINEERING for Electric Utilities' review and approval.
3	<b>You must have an approved electric application on file in AMP Engineering to schedule a disconnect/reconnect request.</b> <b>INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.</b>	AMP reviews permit, plans and application. <b>INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.</b> Within 1-30 BUSINESS DAYS AMP Engineering assesses the work required to provide service to meet customer's needs, as specified in the application. AMP Engineering will either send an invoice for Advance Engineering Fees, to cover cost of preparing project estimate, or for standard connection fees, for simpler projects
4	For <b>TEMPORARY ELECTRIC SERVICE APPLICATIONS</b> , pull a permit and present the completed "TEMPORARY ELECTRIC SERVICE" application to CDD <b>Customer is responsible for contacting CDD for panel inspection.</b>	CDD will Forward Application to AMP Engineering, approval will be granted within 5 BUSINESS DAY and an invoice will be sent to the customer if service request is 200A or less. <b>TEMPORARY SERVICE WILL BE INSTALLED BY AMP FIELD OPERATIONS WITHIN 1 – 2 BUSINESS DAYS FOLLOWING RECEIPT OF FULL PAYMENT AND PANEL APPROVAL, EVIDENCED BY INSPECTION METER RELEASE TAG.</b>
5	<b>It is the customer's responsibility to be aware of billing and to make prompt payment.</b>	After plans are approved, AMP prepares the utility connection charges (if applicable) for the installation of the service and meter(s). The utility connection charges will be mailed or emailed to the customer  Utility connection charges must be paid prior to the scheduling of any work performed by the AMP. <b>PERMANENT UTILITY SERVICES FOR COMMERCIAL WILL BE INSTALLED BY ELECTRIC OPERATIONS WITHIN 60 DAYS FOLLOWING RECEIPT OF FULL PAYMENT AND COMPLETION BY ANY WORK REQUIRED OF APPLICANT.</b>
6	The Customer is responsible for coordinating ALL inspections with either the CDD AND/OR AMP Electric Operations	<b>After the electric panel or TEMP POST/TEMP SERVICE STRUCTURE passes inspection, the CDD will issue clearance to set electric meter and sends a Service Order to AMP CUSTOMER RESOURCES DIVISION (2000 Grand Street) which will establish an account for billing purposes. Underground Trench inspection must have an approved tag before final building inspection.</b> The AMP CUSTOMER RESOURCES DIVISION will check that all fees are paid before sending the electric meter installation tag to ELECTRIC SYSTEM OPERATIONS for meter installation. <b>ELECTRIC METER(S) WILL ONLY BE INSTALLED WITH FINAL ALL INSPECTION APPROVAL TAGS IN PLACE.</b>

***The following directory will assist you if you have any questions throughout the application process.***

- COMMUNITY DEVELOPMENT DEPARTMENT (2263 Santa Clara Ave. Room 190)  
Development Center General Number..... (510) 747 - 6800
- BUILDING INSPECTION (263 Santa Clara Ave. Room 190)  
Inspection Scheduling..... (510) 747 - 6830
- AMP ENGINEERING  
Contact - Electric Engineering (2000 Grand St. Office)..... (510) 748 - 3900
- CUSTOMER RESOURCE DIVISION  
Customer Service Representative..... (510) 748 - 3900
- ELECTRIC SYSTEMS OPERATIONS  
For Disconnect / Reconnect and Meter Installation..... (510) 748 - 3900
- UNDERGROUND TRENCH INSPECTION  
Utility Construction Compliance Specialist..... (510) 748 - 3900