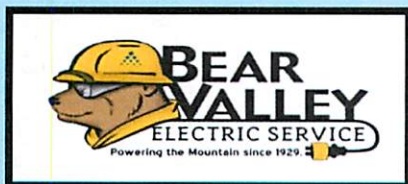


# Bear Valley Electric Service

## Customer Panel Checklist

Please use this checklist as a guide to make sure that your panel upgrade experience is a smooth transition from start to finish. Our BVES Inspector will be looking at these items to insure the safe and legal installation of your electric meter panel. For any and all questions, please contact BVES prior to construction.

- 1. Preliminary Service Request Form (PSR):** This form is required to be filled out and signed by the customer, and/or the electrician prior to any construction being performed. Please email, fax or personally deliver the PSR form to the BVES main office.
- 2. On Site Panel and/or Temporary Pole Spot:** After the PSR form has been received by BVES, the Inspector will put your PSR Form in the queue for the next on site inspection. This inspection will include a panel and/or temporary power pole spot, a phone call to your point of contact on the PSR form, and/or a field meet, along with information that needs to be collected.
- 3. Construction:** After you have received your building permit for an electric meter panel and/or a temporary pole, from either the County of San Bernardino, or the City of Big Bear Lake, **and** the BVES Inspector has already been on site, you may then proceed with your meter panel construction. Please use our overhead, underground, or temporary pole specifications for proper meter panel installation. BVES specifications are located on our website, or at our main office. Once you have completed your construction, and the County or City Inspector has completed their final inspection, contact BVES for an inspection of the BVES portion of the electric meter panel. You must have either an Electrical Service Release form from the City, or a "Green Tag" from the County prior to the acceptance of your electric meter panel. **Please note:** BVES infrastructure system upgrades may be needed due to your electric meter panel upgrades, resulting in potential additional costs and delays in your final service installation. In this case, a BVES Engineering Representative will contact you, giving you an approximate time frame, and possible additional costs, prior to completion.
- 4. Final Inspection:** After the BVES Inspector has inspected and approved your electric meter panel and/or temporary pole, your paperwork will be processed and given to the BVES service crew to connect your service. **Please note:** Time frames for Service crew installations, depend on work loads and other possible emergency work. Please contact the BVES Inspector for approximate installation times.



**Bear Valley Electric Service**  
**42020 Garstin Drive**  
**Big Bear Lake CA 92315**  
**Phone 909 866 4678**  
**Fax 909 866 5056**

# BVES Customer Panel Checklist

## Temporary Power Pole

- 20' 6x6 Fully Treated Post (OH)
- 10' 6x6 Fully Treated Post (UG)
- 100a Electric Meter Panel EUSERC Approved
- GFI outlets
- Riser Pipe Straps 3' max apart
- Riser Pipe: 2" Conduit Schedule 40
- 5/8 Copper Ground Rod
- Inspection Tube for post depth (4' deep overhead 3' deep underground)
- Weatherhead below top of post
- #6 Copper Ground Wire Armor Clad (for 100a Panel)
- Neutral Wire Identified
- Underground: 18" Trench from pole to electric pedestal
- #4 Copper Overhead Service Conduit Wire (for 100a panel)
- Address marked on pole
- Service Wire 18" minimum past weatherhead
- For Steel Risers, PVC covered w/block

**\*Please see Temporary Power Pole Specifications for detailed explanations.**

# BVES Customer Panel Checklist

## Permanent Electric Meter Panel

- Electric Meter Panel EUSERC approved
- Riser Over 36" above roof line requires bracing
- Riser Flashing on Roof
- Electric Meter Panel 1' to 3' from nearest corner (as applicable)
- Riser Pipe Straps 3' maximum apart
- 2" Ridged Riser (100a, 200a)
- 5/8 Copper Ground Rod
- #6 Copper Ground Wire Armor Clad (100a)
- #4 Copper Ground Wire Armor Clad (200a)
- 1/0 Copper Ground Wire Armor Clad (400a)
- #4 Copper / #2 Aluminum Overhead Conduit Wire (100a)
- 2/0 Copper / 4/0 Aluminum Overhead Conduit Wire (200a)
- 500mcm Copper OH Conduit Wire (400a)
- OH minimum clearances met (See NEC & BVES Specifications)
- Meter Panel to Gas Meter Reg Vent (18") (See BVES Specifications)
- Neutral Identified
- Temp Jumpers removed prior to hook up (as applicable)
- Meter Height 5' 4" - 6' 0" from grade level to centerline of meter
- 3' Radial clearance around weatherhead
- 3' Workspace around electric meter panel
- 3' minimum weatherhead above roofline
- Address marker on house/ bldg.
- Over 100' distance wire (bracing required)
- Overhead 3" riser braced (400a +)

**\*Please see Overhead and Underground Specifications for detailed explanations.**

# BEAR VALLEY ELECTRIC SERVICE

P.O. BOX 1547 42020 GARSTIN RD, BIG BEAR LAKE, CA. 92315

A DIVISION OF GOLDEN STATE WATER COMPANY

Telephone (909) 866-4678 ext. 141 – FAX (909) 866-5056 Website: www.bves.com

## PRELIMINARY SERVICE REQUEST

Date: \_\_\_\_\_

Survey Requested By:  Contractor  Realtor  
 Property Owner  Electrician  
 Prospective Owner  Other: \_\_\_\_\_

### TO BE FILLED OUT BY APPLICANT

**\*\*NOTE: ALL NEW SERVICES REQUIRE AN APPLICATION FOR SERVICE\*\***

#### Owner/Contractor/Electrician:

Name: \_\_\_\_\_ Home: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work: \_\_\_\_\_  
City: \_\_\_\_\_ Cell: \_\_\_\_\_

**Billing Info:**  (Same as Above)

Name: \_\_\_\_\_ Home: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work: \_\_\_\_\_  
City: \_\_\_\_\_ Cell: \_\_\_\_\_

#### NEW SERVICE INFORMATION

Location Area: \_\_\_\_\_ APN# \_\_\_\_\_  
Address: \_\_\_\_\_ Lot# \_\_\_\_\_  
Nearest Cross Street: \_\_\_\_\_ Tract# \_\_\_\_\_

#### TYPE OF SERVICE

- |                                 |   |   |
|---------------------------------|---|---|
| <input type="radio"/> Permanent | <input type="radio"/> Residential       | <input type="radio"/> Overhead Service    |
| <input type="radio"/> Temporary | <input type="radio"/> Commercial        | <input type="radio"/> Underground Service |
| <input type="radio"/> Rebuild   | <input type="radio"/> Manufactured Home | <input type="radio"/> Undecided Service   |

Estimated Date Of Service: \_\_\_\_\_ Temp \_\_\_\_\_ Permanent

#### NEW CONSTRUCTION REQUIREMENTS

- Set of Building Plans (Approved)  
 Load Schedule (bonified)  
 Construction / Schedule Permit

**\*Note\* Must include requested Documents/Plans with Preliminary Service Request. Please allow 2 to 4 weeks for Engineering to review any and all Documents/Plans pertaining to new construction.**

Single Phase  Three Phase Voltage \_\_\_\_\_ PANEL SIZE: \_\_\_\_\_ AMPS

**\*\*Use back of sheet to draw sketch - please show cross streets\*\***

#### Comments:

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Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_