

Policy No. SJMC 24.02.525-1-97

Effective: July 1, 1999

Revised: February 10, 2010

**Policy on PG&E Meter Releases**

The following procedure shall be followed by all field Inspection and Call Center staff when approving a meter release; i.e., authorization for PG&E to install electric and/or gas meters in buildings:

1. The Utility Company Service Notice (meter release form) is a combined Electrical and Gas meter release form. The form is composed of three copies of different colors and will be distributed as follows: (a) white – Building Division copy; (b) yellow – Field Inspection copy; and (c) pink – applicant's copy.
2. The decision on when to release meters rests solely with the Building Division. Generally, gas and electric meter releases are issued when the project is complete and when the building permit is completely signed-off (finalized). The matrices in Attachment 'A' present the conditions under which electric or gas meters may be issued before the permit is finalized.
3. When a Building Inspector determines that it is appropriate to release an electric and/or gas meter, he/she shall properly fill-out a Utility Company Service Notice form. The Building Inspector shall check the appropriate box or boxes and will indicate in the "Remarks" section which meter(s) is authorized for installation by PG&E. The Building Inspector will leave the pink copy at the job site.
4. The white and yellow copies of the Utility Company Service Notice form shall be deposited in a designated box in the Call Center by 8:00 a.m. the next working day.

**Notes:**

- a) When an Inspector is scheduled to take time off (vacation or comp time) the next working day, the inspector shall bring the white and yellow copies of all issued Utility Company Service Notice forms back to the office at the end of the work day, prior to his/her scheduled time off.
- b) When an Inspector is sick the day after the inspection, the inspector shall notify the Call Center staff of any Utility Company Service Notice forms that were issued. This can be accomplished by phoning (408) 535-3555 or the Plumbing/Mechanical Supervisor not later than 7:30 a.m. of the first day he/she calls in sick. The Building Inspector shall give the white and yellow Utility Company Service Notice forms to the Call Center staff on the first day he/she reports back to work.
5. The phone staff shall fax the Utility Company Service Notice forms to PG&E before 11:00 a.m. the day they receive the notices. The Customers shall be advised by the Inspector to contact PG&E after 2:00 p.m. for a confirmation of the gas/electrical meter release, and more importantly, to inform PG&E of their proper billing information.
6. After faxing the Notices to PG&E, the Call Center staff will give the white copies to the Imaging Section and will put the yellow copies in a designated box located in the Field Inspection Section's area.

  
Edward Tolentino  
Chief Building Official

## GUIDELINES FOR ISSUING PG&amp;E ELECTRIC METER RELEASES

	Service Panels, Bonding & Grounding Complete	Pre-Final	Electric Final
<b>New Construction</b>			
1 & 2 Family	X	Y	Y
Multi-Family Units	X <sup>1</sup>	Y	Y
Multi-Family House Panel	X <sup>1</sup>	Y	Y
Comm/Ind Shell or Spec Space	X <sup>1</sup>	X	X
Comm/Ind Shell or Spec Space House Panel	X <sup>1</sup>	Y	Y
Comm/Ind Finish Interior (designated occupancy)	X <sup>1</sup>	Y	Y
<b>Remodel, Alterations and Additions</b>			
1 & 2 Family	Y	NR	Y
Multi-Family	Y	NR	Y
Comm/Ind Interior Alteration	Y	NR	Y

Notes: X – Do not approve electric meter release.

X<sup>1</sup> – Do not release electric meter; however, okay to approve energizing of the line side of the service equipment only. This will be documented on the inspection notice. Indicate clearly on the inspection notice that “No meter release approved at this time”.

Y – Okay to approve electric meter release.

NR – Not Required.

## GUIDELINES FOR ISSUING PG&amp;E GAS METER RELEASES

	Plumbing Final	Mechanical Final	Building Final
<b>New Construction</b>			
1 & 2 Family including Townhouses	Y	Y	Y
Multi-Family Apartments	Y <sup>2</sup>	Y <sup>2</sup>	Y
Multi-Family Condos	Y <sup>2</sup>	Y <sup>2</sup>	Y
Pools	Y	-	-
Comm/Ind Shell	N/A	N/A	N/A
<b>Alterations and Additions</b>			
Comm/Ind Finish Interior <sup>1</sup>	Y	Y	-
Comm/Ind Alteration <sup>1</sup>	Y	Y	-
Residential Alteration/Addition	Y	Y	-

Notes:

1 – Projects that include equipment using gas for testing or for other special circumstances. Gas meters may be released prior to permit final with prior approval of the Inspector.

Y<sup>2</sup> – The Plumbing/Mechanical or Building Supervisor may approve the gas meter release prior to a building final.

A signed letter from the contractor and owner will be required stating there will be no occupancy.

Y - Okay to approve gas meter release.

N/A – Not Applicable.