



# City of Banning

Building & Safety Department

99 E Ramsey Street, P.O. Box 998

Banning, California 92220

(951) 922-3120

## ELECTRICAL METER PANELS

### Main Service Panel Change-Out / Upgrade

\*\*\*All MPU submittals must be approved and signed off by BEU (Banning Electric) prior to be submitted through Building & Safety Dept.

#### Required Documents:

- **Electric Utility Sign Off**
- **Signed Owner Contract or Letter of Authorization (from property owner)**

BEU Utility is responsible for the following:

- Identifying/ Approving location of main panel. **BEU Utility will mark the location of the new upgraded main service panel.**
- Disconnect/Reconnect of service to allow for installation
- Inspecting/Approving new main service panel after installation.

#### Main Service Panel General requirements:

- Weatherhead mounted at a minimum height of 18" with a recommended height of 36" for overhead service
- Service lead from weatherhead to have a minimum lead of 24" for overhead service
- Galvanized steel riser (overhead service) or electrical conduit (underground service) to be secured by straps every 3"minimum
- Main Service Panel location must be approved by SCE Utility and must be mounted at a minimum height of 48" to a maximum height of 75" to the center of glass
- Main Service Panel must have 36" radial clearance from windows, doors, exits, fire escapes, balconies, stairways and walkways, etc. and 36" horizontal clearance from any possible ground points such as gas piping or metal fencing
- Main Service Panel sizing to be based on Bus Amp Rating of panel

**100A Main Service Panel General requirements:**

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum 1.5" for overhead service
- Schedule 40 conduit to be a minimum 3" for underground service
- Service conductors (including neutral) to be a minimum #2 stranded copper with neutral conductor to be marked with white tape at both the weatherhead and panel for overhead service
- Grounding to be a minimum #8 solid copper in flex conduit to a driven 5/8 x 8" copper- clad ground rod and bonded to cold water and gas in one continuous run.

**120A Main Service Panel General requirements:**

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum 1.5"
- Schedule 40 conduit to be a minimum 3" for underground service
- Service entrance conductors (including neutral) to be a minimum #1 stranded copper with neutral conductor to be marked with white tape at both the weatherhead and panel
- Grounding to be a minimum #6 solid copper in flex conduit to a driven 5/8 x 8' copper- clad ground rod and bonded to cold water and gas in one continuous run.

**REQUIRED INSPECTIONS:**

- 1st—Final\*\*\*\*

**Permit will need to be signed off by BEU & Building & Safety**

\*Inspection must be scheduled with BEU via email @ [ecassadas@banningca.gov](mailto:ecassadas@banningca.gov)

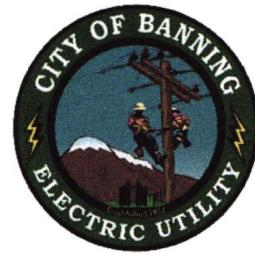
\*\*\*\*Attached is the “Panel Upgrade Questionnaire Packet” required to be completed and submitted to Banning Electric Utility. This is not a Building and Safety Form. Please, see Banning Electric for further information.

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# CITY OF BANNING

Electric Utility

Phone: (951) 922-3260



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## Main Service Panel Change Out/Upgrade and Temp Power Requirements

*The information provided in this document is intended to serve as general guidelines. Each project is unique and additional requirements may apply.*

In order to minimize installation problems and facilitate the inspection and approval process, the Main Service Panel and installation shall comply with the information outlined in this document and the City of Banning Electric Utility requirements.

### Responsibilities

The **Customer** is responsible for the following:

- The installation and maintenance of the weatherhead and galvanized steel riser for overhead service
- The installation and maintenance of the electrical conduit for underground service
- The installation and maintenance of the service entrance conductor for overhead service
- The installation and maintenance of the main service panel
- The installation and maintenance of the main service panel grounding and bonding
- Maintaining tree clearance around overhead electric lines to your main service panel
- Maintaining clearance around and in front of your main service panel
- All fees associated with upgrading serving conductor to support main service panel
- All fees associated with tampering/trespass or diversion of the City of Banning Electric Utility facilities (such as, serving conductor, meter, the utility side of the main service panel, etc.)

The **City of Banning Electric Utility** is responsible for the following:

- Identifying/Approving location of main service panel
- Disconnect/Reconnect of service to allow for installation
- The installation and maintenance of the overhead/underground electric lines to your main service panel.
- Inspecting/Approving new main service panel after installation

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## **Requirements**

### **Main Service Panel General requirements:**

- Weatherhead mounted at a minimum height of 18" with a recommended height of 36" for overhead service
- Service lead from weatherhead to have a minimum lead of 18" with a recommend lead of 24" for overhead service
- Galvanized steel riser (overhead service) or electrical conduit (underground service) to be secured by straps every 3' minimum
- Main Service Panel location must be approved by City of Banning Electric Utility and must be mounted at a minimum height of 48" to a maximum height of 75" to the center of glass
- Main Service Panel must have 36" radial clearance from windows, doors, exits, fire escapes, balconies, stairways and walkways, etc. and 36" horizontal clearance from any possible ground points such as gas piping or metal fencing
- Main Service Panel sizing to be based on Bus Amp Rating of panel

### **100A Main Service Panel General requirements:**

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **1.5"** for overhead service
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service conductors (including neutral) to be a minimum **#4 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel for overhead service
- Grounding to be a minimum **#8 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run

### **125A Main Service Panel General requirements:**

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **1.5"**
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service entrance conductors (including neutral) to be a minimum **#2 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel
- Grounding to be a minimum **#8 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run

### **200A to 225A Main Service Panel and above General requirements:**

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **2"**
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service entrance conductors (including neutral) to be a minimum **2/0 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel
- Grounding to be a minimum **#4 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run
- Service Contract for the cost of the larger conductor to support your new main service panel

### **Process:**

The following steps must be completed **in the order shown** before a Main Service Panel Change Out/Upgrade will be energized.

1. Customer to request the location of the new main service panel by completing the Main Service Panel Change Out/Upgrade Questionnaire located at [www.ci.banning.ca.us](http://www.ci.banning.ca.us) and returning to the City of Banning Electric Utility.
2. City of Banning Electric Utility must identify and approve the new panel location based on information provided in the Main Service Panel Change Out/Upgrade Questionnaire
  - **NOTE:** Electrical load calculations and/or panel submittals may be required for approval.
  - **Note:** Panel submittals (cut sheets) from the manufacture maybe required to be submitted for Electric Utility approval.
3. Any City of Banning Electric Utility fees must be paid prior to obtaining permits.
  - **NOTE:** Service Contract must be paid to the Electric Utility by Check or Money Order at 176 E Lincoln St, Banning, CA 92220 any other related fees must be paid at City Hall located at 99 E Ramsey St, Banning, CA 92220
4. Construction permit(s) must be acquired from the Building & Safety Department.
  - **NOTE:** If additional meters are requested, Building & Safety will issue a unique address for each meter and that address must be clearly displayed at each meter socket.
5. If the new panel will be installed in the existing panel's location, a service outage must be coordinated with the City of Banning Electric Utility before construction begins.
  - **NOTE:** If contractor and/or customer tampers with the Electric Utility facilities (this includes the service drop, meter, and/or the utility side of the service panel) a diversion/tampering fee of a minimum \$975.00 may be assessed.
6. After the new panel is installed, it must be inspected and approved by the Electric Utility **FIRST**.
7. Once approved by the Electric Utility, the newly installed panel must then be inspected and approved by the Building & Safety Department.
  - **NOTE: If the new service panel installation is not completed, inspected, and approved by BOTH the Electric Utility and Building & Safety by 3:30pm, the new service panel will not be energized until the next working day.**
8. Once approved and released by Building & Safety, coordination with the Electric Utility is required to transfer service to the new panel. Again, this coordination/appointment must be scheduled prior to 3:30pm to be completed on the same day.
9. The customer must contact Customer Service/Utility Billing located at City Hall to verify account status. A Meter will not be set until the Electric Utility receives authorization from Customer Service/Utility Billing.



## MAIN SERVICE PANEL CHANGE OUT/UPGRADE AND TEMP POWER QUESTIONNAIRE

### CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

Customer Phone #: \_\_\_\_\_

Customer Email Address: \_\_\_\_\_

Account #: \_\_\_\_\_

Residential       Circle One      Commercial      Date: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contractor/Business Name: \_\_\_\_\_

Contractor/Business Address: \_\_\_\_\_

Contractor/Business Phone #: \_\_\_\_\_

Contractor/Business Email Address: \_\_\_\_\_

Contractor License Number(s): \_\_\_\_\_

### MAIN SERVICE PANEL INFORMATION

#### CURRENT PANEL

Service Type:       Circle One  
Overhead      Underground

Buss Rating: \_\_\_\_\_

Main Breaker Size: \_\_\_\_\_

#### NEW PANEL

Service Type:       Circle One  
Overhead      Underground

Buss Rating: \_\_\_\_\_

Main Breaker Size: \_\_\_\_\_

### \*\*\*NOTE\*\*\*

It is understood that if additional work is required of the City of Banning Electric Utility, due to customer revisions of the electrical load and/or voltage requirements or other information as supplied or requested on this form, the additional costs shall be borne by the customer.

City of Banning Electric Utility provides for bus rating, not installed or future/projected load.

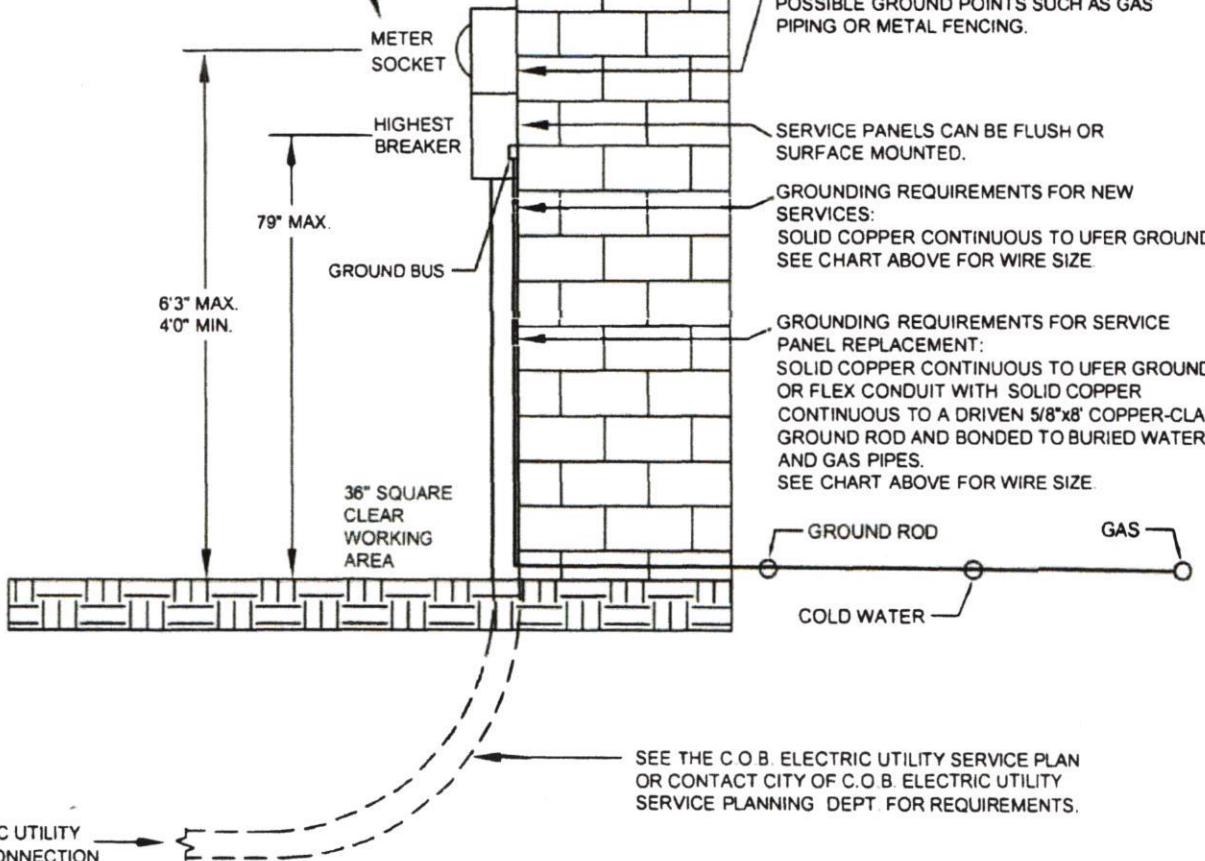
Prior to energizing the service, ALL City of Banning Electric Utility standards and service requirements must be met and approved by the City of Banning Electric Utility.

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

**CUSTOMER MUST CALL 811 FOR AN UNDERGROUND SERVICE ALERT  
48 HOURS BEFORE YOU DIG OR INSTALL GROUND ROD(S)**



PANEL LOCATION MUST  
BE APPROVED BY C.O.B.  
ELECTRIC UTILITY



THE CUSTOMER IS RESPONSIBLE FOR  
THE INSTALLATION AND MAINTENANCE  
OF THE FOLLOWING:  
SERVICE PANEL  
SERVICE PANEL GROUNDING/BONDING  
MAINTAINING TREE CLEARANCE  
CITY OF BANNING ELECTRIC UTILITY IS  
RESPONSIBLE FOR THE INSTALLATION  
AND MAINTENANCE OF THE FOLLOWING:  
THE UNDERGROUND SERVICE  
CONDUCTOR & ELECTRIC METER

GROUNDING CONDUCTOR SIZING:  
100A SERVICE: #8 SOLID COPPER  
GROUND/BONDING  
125A SERVICE: #8 SOLID COPPER  
GROUND/BONDING  
200/225A SERVICE: #4 SOLID COPPER  
GROUND/BONDING

REvised:

04/08/2020

APPROVED:

STANDARD DRAWINGS



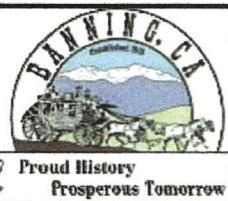
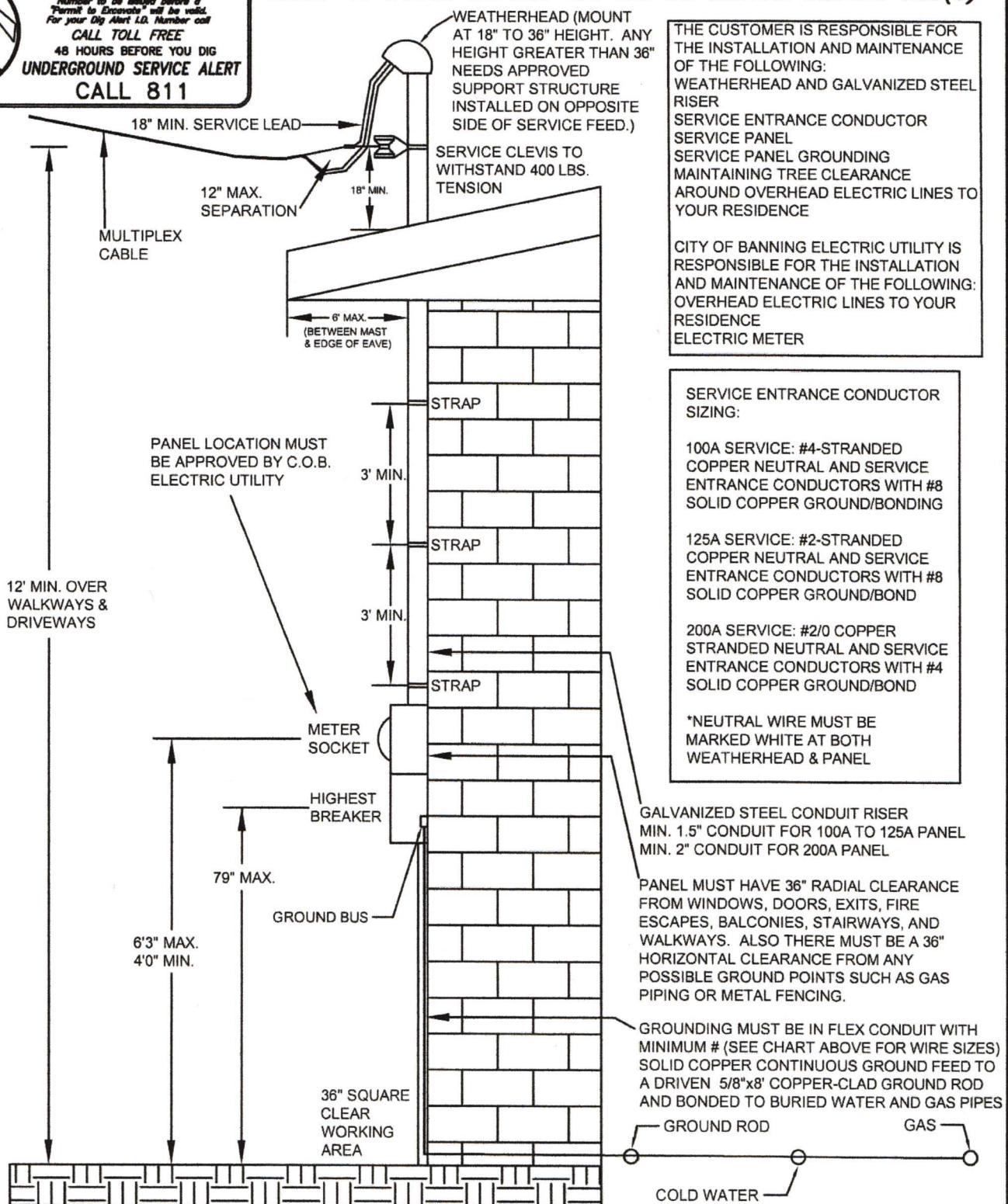
TYPICAL UNDERGROUND  
SERVICE

**SD**

600-09



**CUSTOMER MUST CALL 811 FOR AN UNDERGROUND SERVICE ALERT 48 HOURS BEFORE YOU DIG OR INSTALL GROUND ROD(S)**



REVISED: 04/08/2020

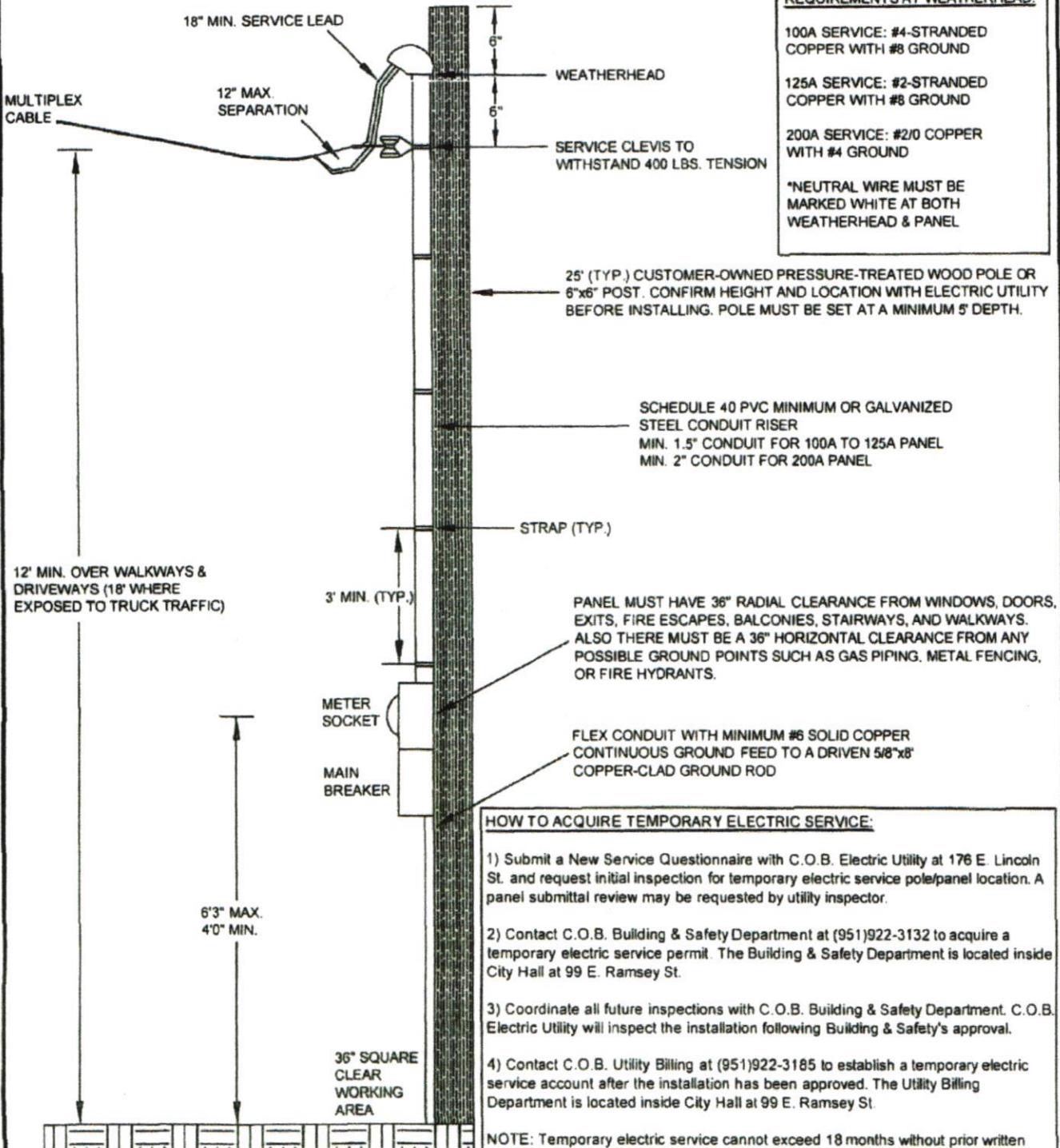
APPROVED:

STANDARD DRAWINGS

TYPICAL OVERHEAD SERVICE

SD

600-10



REVISED: 04/14/2015

APPROVED: *RLB 4-14-15*

STANDARD DRAWINGS



TYPICAL OVERHEAD  
TEMPORARY ELECTRIC SERVICE

SD

600-11