



## Panel Upgrade Request over 200 AMP

### Process

#### *Outline-*

*Procedure for request on service larger than 200A*

#### Step 1- Starting Process

Complete and submit and Preliminary Service Request at

<https://www.bvesinc.com/forms/psr-application>

*(Preliminary Service Request may be submitted for any type of Engineering Request.)*

#### Important Note:

All services over 200 Amps will be an underground service and will need to have an agreed upon path for trenching. (SEE STEP 3)

All Trench ways will meet BVES Inc. underground specification standards and Engineering requirements. All trench ways, conduits, and backfill is the responsibility of the customer.

#### Step 2- Response Letter

BVES Inc. Engineering will respond via email within 3 to 4 weeks of submission. This response letter will include any details required to upgrade an electrical panel. This letter will be at a pending status. There will be required item listed within this response in order to proceed. All requested items must be submitted in order to receive an approval for the panel upgrade.

This letter and Preliminary Service Request is valid for up to **6 Months from the Month of the submission.** If panel request is not upgraded within allotted time or requested items are not submitted within a resubmission of the Preliminary Service Request will be required. Temporary Power request are **valid for 3 months.**

#### Important Note:

A panel cutsheet must be reviewed and approved BVES Inc. prior to any installation or purchase, failure to receive an approval from BVES Inc for a non-approved electric panel may result in reinstallation or repurchase of a panel that meets BVES Inc. Criteria.

In events where abnormal voltage request, infrastructure upgrades, or any project where BVES Inc. will need to bring new infrastructure into the area, a BVES Inc. Planner will be assigned only after all requested items are submitted. A preliminary service request response letter may detail these additional items and details to a required work order. **If your project falls in this criteria most these steps will differ please refer to New Construction and New Projects Process. Please allow 8 weeks for a BVES Inc. planner to begin field work, and designs, once all the requested items are submitted. Plan accordingly and give yourself time to adjust for a wait period.**



## Panel Upgrade Request over 200 AMP

### Process

#### *Step 3- Confirmation and Trench*

Once all required documentation have been submitted, reviewed and approved by BVES Inc. a new response letter will be delivered with a confirmation code. Engineering may request a final field meet to cover a trench path. Most cases this path will be from the nearest BVES Inc. infrastructure over to the approved panel location. See underground specifications for trench way details. All trench way must have an inspection once conduit has been placed and sealed prior to backfill. Please coordinate with BVES Engineering Technician to schedule an inspection date.

#### *Important Note-*

This step is only in regards to approved panels, with BVES Inc. infrastructure that can support a upgraded service, if your project has a dedicated planner please contact your BVES Inc. planner on how to achieve this step of your project or review **New Construction & New Project Process**

#### *Step 4- Permits with Governing Agencies*

Once a response letter has been received and the letter has written approval for a panel upgrade along with a confirmation code. Please contact the appropriate governing agencies (San Bernardino County or City of Big Bear Lake) for all permitting and inspection procedures.

When filing for permits please ask governing agency representatives' the process on receiving a inspection for a Electric Service Release. This process may differ from San Bernardino to The City of Big Lake.

*(See Step 5 for more information on Electric Service Release)*

#### *Important Note-*

If your project has a dedicated planner this step may be requested to be completed prior to any installation starting . Please work with BVES Inc Engineering Planner to understand what additional items may be required. Also refer to **New Construction & New Project Process**.



## Panel Upgrade Request over 200 AMP

### Process

#### *Step 5- Electric Service Release*

Once the service line has been disconnected by BVES Inc. service crew the customer may begin the panel upgrade procedure.

It is important to note in order for BVES Inc. to reconnect any service to an upgraded panel, that an Electric Service Release from the governing agency (San Bernardino County or City of Big Bear Lake) must be submitted to BVES Inc. within a timely manner. Please coordinate with the governing agency an inspection date that coordinates with BVES Inc. disconnect date.

Please plan accordingly with the correct agency to coordinate an inspection date for an Electric Service Release.

#### *Important Note:*

**Once a service line is disconnected and a new panel has been installed BVES Inc. must receive a Electric Service Release from the governing agency for your property.**

**BVES Inc. will not reconnect an upgraded panel without this Release no exceptions.**

**Please note that any line disconnect done on a service that is not upgraded may require to be upgraded to meet BVES Inc. code and standards and receive an Electric Service Release from the governing agency. Please submit a Preliminary Service Request prior to any service disconnect request.**



## Panel Upgrade Request over 200 AMP

### Process

#### Step 6 – *Reconnection*

Each governing agency will deliver the Electric Service release to BVES Inc. digitally, which in turn will trigger BVES Inc. team to dispatch our service crew. You may contact our office at [\(909\) 866-4678](tel:9098664678) to check the status of our service crew. As previously stated in step 6 our service crew will only be dispatched to your job site once the Electric Service Release has been received. Please work with the governing agency inspector to make sure that the Electric Service Release submission is sent in prior to contacting BVES Inc.

Once our Service Crew arrives they will review the site and make sure that the Panel Upgrade is meeting BVES Inc. building requirements and any additional requirements listed within the response letter. If all specifications are met the service crew will reconnect power, Please note that all riser material will be the responsibility of the customer to provide. Please work with BVES Inc. Engineering to understand these requirements. Also work with Customer service in order to note where material will be located for our service crew to construct.

if any items fail or material cannot be located power will not be reconnected and you will need to correct the failed item and reschedule through our office for a re-inspection.

*BVES Inc. Overhead, underground, and temporary building specifications and procedures can be found at <https://www.bvesinc.com/construction/specifications/>*

