



Underground Panel Procedure

Outline-

Procedure for installation of underground services at 200AMPS

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. Please review **Panel Upgrade Request over 200A**. All underground 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 include a Confirmation Code unique to your property address.

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 a resubmission of the Preliminary Service Request will be required. Temporary Power request are **valid for 3 months**.

Important Note:

If your response letter has no confirmation code and says Pending, there are additional requirement that must be met in order to receive approval. Please work with BVES Inc. Engineering to resolve and or meet requested requirements.



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Step 3- 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.**

Step 4- Trench Path

Once all required documentation have been submitted, reviewed and approved by BVES Inc. and all permits are up to date the trench installation may begin.

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 have 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 or is in a Pending state please contact your BVES Inc. planner on how to achieve this step of your project or review **New Construction & New Project Process/Panel Upgrades Request Over 200A**



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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 Notes:

All trench ways and conduit should be completed prior to Step 5 taking place including approval from BVES Inc. for covering the trench way. Services may not have a disconnection process if the request is for a new underground installation or new construction project. Please review BVES Inc. underground specification and guidelines to determine the required steps.

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.



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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 5 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/>