

Municipal Bulletin

Date: December 1, 2025
Subject: Municipal & Agency Coordination with SDG&E®
Customer Project Management Department
Volume: II

San Diego Gas & Electric® (SDG&E) Municipal bulletin is designed to keep our Municipal customers informed of any relevant updates and provide information and contacts for the various business partners and units within SDG&E.

At [**sdge.com/Project-Resources**](https://sdge.com/Project-Resources), SDG&E has created a self-service hub for all the information and resources you may need before, during and after your project. Examples of the resources provided are listed below:

- Builder Services Portal (BSP) User Guide (See Appendix for Overview)
- Quick Guides on How to Get Started
- Standards & Manuals
- Facility Map Information Requests
- Latest Overhead-to-Underground Construction Standards
- Trenching Resources
- Finding a Qualified Contractor or Designer
- Reference Terms for Underground Service
- Electric & Gas Service Information Guides
- Calculate Gas & Electric Load
- and more...



**Know what's below.
Call before you dig.**

At [**sdge.com/Builder-Services/Track**](https://sdge.com/Builder-Services/Track), SDG&E's Builder Services Portal is designed for customers requesting electric and gas service for construction projects. Registered users have access to many tools to manage projects and keep things on track in one easy-to-use dashboard.



Bulletin Contents

- 03 Communications Table
- 04 Documents & Resources
- 05 Builder Services Portal Account
- 06 Builder Services Online Payments
- 07 Electronic Conflict-Check
Process Fact Sheet
- 09 Distribution Electric Relocation Roadmap
- 10 Rule 20 Undergrounding Projects
Frequently Asked Questions (FAQ)
- 15 Distribution Electric Rule 20 Roadmap
- 16 Streetlighting Fact Sheet
- 17 Streetlighting Construction Fact Sheet
- 18 Service Connection Figures

Communications Table

CATEGORY	CONTACT	RESPONSE GUIDELINES
Safety Issues – include the following: • Nature/type of trouble • Exact Location: Include structure type and information, when possible • Date and time • Name, phone number, company	SDG&E Trouble: (619) 725-5100	ASAP*
Builder Services Portal (BSP)	sdge.com/Builder-Services/Track	
Regional Policy Items	PublicAffairs-sdge@sdge.com	1-2 business days
Rule 20 Projects	Contact Assigned Project Manager (PM)	3-5 business days
Conversion Services Projects	SDGEConversionServices@sdge.com	3-5 business days
Conflict Checks for Municipal Capital Improvement Projects	Muni-Conflict-Check@sdge.com	3-5 business days *Inquiry response time; this is not a timeline to return Conflict Checks.

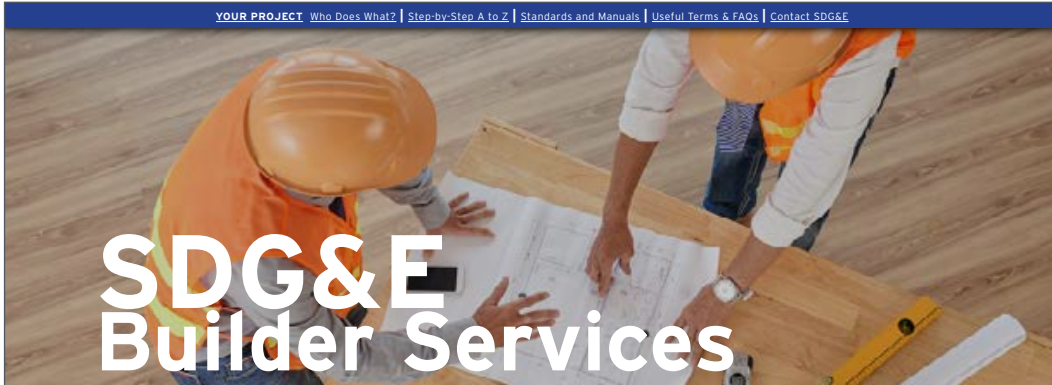
Continued next page



Relocation Projects	Contact Assigned Project Manager	3-5 business days
Streetlighting Support New Service Point Request Form for Streetlights	<u><i>Muni-streetlighting@sdge.com</i></u> <u><i>New service point request form</i></u>	7-10 calendar days *Inquiry response time
Trench Inspections: • North Of 56 Freeway • South Of 56 Freeway • Orange County (electric only)	North: (760) 432-5805 South: (619) 699-1039 Orange County: (949) 361-8061	1-2 business days
Land Services & General Inbox (Easement Or Encroachment Forms)	<u>New Land Services San Diego Gas & Electric</u>	

Builder Services Portal Account

sdge.com/Builder-Portal



A guide to help you complete your new electric or gas construction projects quickly and efficiently

Hundreds of builders, contractors, and construction professionals rely on SDG&E® to deliver the service they need to power new construction projects – from small single-family residences to large industrial facilities. From the initial request until the moment your meters are energized, our experts are here to make sure your project keeps moving and to keep you informed every step of the way.

We created this guide to provide you with a process overview from start to finish, including the behind the scenes work our experts do on your behalf. Your SDG&E project contact will be with you throughout the process to answer any questions and alert you of any issues. You'll be able to check the progress of your project from any device 24/7 through our self-service Builder Portal.

Ready to get started?

There are four types of new construction projects at SDG&E:

SINGLE OR MULTI-FAMILY RESIDENTIAL

A single structure that serves as a home, two or more new single-family houses on individual lots, or two or more dwelling units in one or more buildings on one parcel of land, each being constructed in a coordinated basis at about the same time. The latter includes accessory dwelling units (ADUs), duplexes, and granny flats.

RESIDENTIAL SUBDIVISION/DEVELOPMENT

A piece of land divided into five or more lots or contains multiple residential dwellings (including mobile homes).

COMMERCIAL/INDUSTRIAL

Nonresidential facilities used for business, commercial, agricultural, institutional, and/or industrial purposes, for which permanent or temporary power is needed.

MIXED-USE

A commercial property that blends two or more residential, commercial, cultural, institutional, and/or industrial uses.



Builder Services Online Payments

sdge.com/Builder-Services/Pay

SDGE™ Builder Services

Help Videos **Register** **Log In**

Log in or Register to enjoy the full experience!

Alerts

The California Public Utilities Commission (CPUC) has issued new targets and timelines for energization projects. For more information, please refer to the [CPUC Energization Fact Sheet](#)

Welcome to the Builder Services Portal (BSP)

Your 24/7 online access to learn about, apply for, and track your electric and gas construction projects.

Learn **Apply** **Track** **Pay**

Pay

Pay project fees requested by SDG&E online to avoid potential delays in your project.

What you will need
Project (DP) #, Sales Order #, ACH Banking Information

Easy ways to pay

Pay with ACH online payment — OR — Mail a check - refer to Sales Order

Allow **3 business days** for processing Allow **15 business days** for processing

Helpful tips
Online payments are available to pay 1 business day after billing date.
Reference the [Customer Payment Remittance](#) document for any payment-related questions.

Electronic Conflict-Check Process Fact Sheet

sdge.com/Project-Resources



ELECTRONIC CONFLICT-CHECK PROCESS



Did you know?

The electronic conflict-check process connects your team and your project on one secure platform:

- Large-file-size limits
- Real-time updates
- Online training materials
- Simplified reporting

Streamline your conflict-check process



Simplify, save and speed up turnaround times

SDG&E® now uses a digital platform to manage conflict-check requests for municipal capital improvement projects. Submit plans electronically and receive updates all in one place.

This digital process helps municipalities collaborate more efficiently with SDG&E, reduce paperwork and improve communication throughout the project lifecycle.

Benefits at a Glance

Quick and easy submissions

Submit requests anytime using a simple online form; no printing, mailing or lost documents.

Improved transparency

Real-time notifications and a centralized activity log keep your team informed.

Accurate, up-to-date info

Access the latest project details 24/7 in one secure location.

One platform, many advantages

- Secure file uploads with large-file-size limits
- Real-time updates and notifications
- Online training resources
- Easier reporting and tracking



To learn more visit
sdge.com/builder-portal

Continued on back

ELECTRONIC CONFLICT-CHECK PROCESS

General process flow



PROCESS & SUPPORT

Working with SDG&E on relocation projects

Some municipal capital improvement projects may require SDG&E to relocate existing gas and electric facilities. Please submit all project plan sets through the digital platform. Our team will review and provide written feedback based on project complexity.

Municipal and Builder Service Portal (BSP) conflict checks can take 6 weeks to 6 months, depending on project scope and complexity.

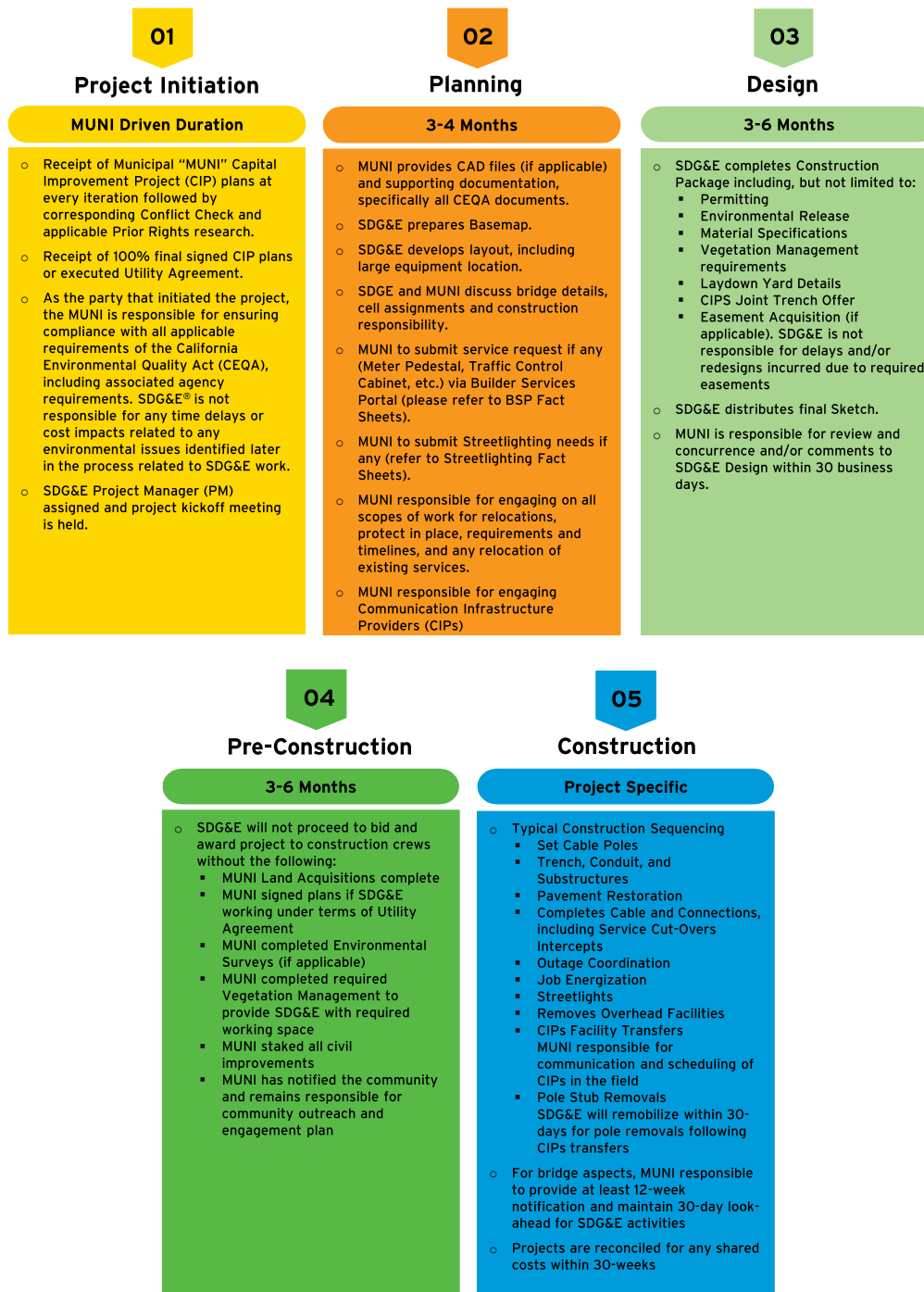
Getting started is easy

Visit the Training Center for step-by-step instructions and support at https://support.procore.com/tc/SDGE_Training_Center/2_Communications_and_Municipalities. New service requests are handled outside of the conflict-check process and should be submitted through the Builder Services Portal at sdge.com/builder-portal.

For more information, visit the Project Resources page at sdge.com/project-resources or sdge.com/builder-services.



Distribution Electric Relocation Roadmap



Notes

- Specific to Distribution Electric and does not apply to the relocation of Transmission Electric or Gas Facilities.
- SDG&E commits resources to projects as design requirements are met on a first come, first serve basis.
- As a regulated utility, SDG&E is not permitted to give preferential treatment to one municipality over another.
- SDG&E may and will revise durations for specific project scope and constraints. All durations are approximate.



Rule 20 Undergrounding Projects: Frequently Asked Questions (FAQs)

Q: How do I get started?

A: The formation of Underground Utility Districts varies per municipality's municipal code. However, as long as such municipal legislation sets the boundaries of the proposed undergrounding districts and otherwise satisfy the requirements of Rule 20 (Section B), SDG&E will initiate a project and assign resources.

If the City adopts legislation that does not meet the requirements of the tariff, or legislation is not adopted, SDG&E will not be able to move forward with design, which could potentially delay the City's project(s).

Q: What is the timeline for my project?

A: There has been an increase in SDG&E's undergrounding commitments in the past several years, including recently-initiated Rule 20 projects. The current design timeline is 24 - 36 months. SDG&E will strive to plan, design and bid/award as quickly as possible given the other projects in the design queue. Please see Rule 20 Roadmap.

Q: May I hire a vendor to expedite the project's timeline?

A: Municipal-initiated Rule 20 projects must follow SDG&E's design requirements rather than an Applicant Design approach. SDG&E welcomes the involvement of qualified experts and is committed to working closely with all parties to support the successful delivery of this complex program.

Q: May I prepare the Base Mapping or other deliverables to expedite the project's timeline?

A: The City (and its consultant) are welcome to provide base mapping to support the project. Please note that SDG&E cannot assume responsibility for schedule impacts or additional costs that may arise if any items are inaccurately represented within or omitted from the base map files.

Continued next page

Q: What is the Engineering Fee per project?

A: All cost calculations are developed in accordance with SDG&E's filed tariffs, internal cost structures and all applicable governmental and regulatory requirements. SDG&E will provide the City with written notification of any material changes to project costs. If the City elects to cancel a project after design work has begun, the associated Engineering Fee will apply. SDG&E may also need to reassess its ability to continue deferring Engineering Fee payment on future projects.

Q: Can the trench alignment be modified?

A: SDG&E is committed to designing the safest and most reliable system possible. As part of this process, SDG&E will provide the City with a Schematic Design for review. The City is welcome to submit feedback on trench and equipment placement. When feasible, and while maintaining system safety and reliability, SDG&E will incorporate the City's input. Please note that any redesign resulting from these requested changes may require additional time and could incur associated costs.

Q: Can the City perform the civil construction?

A: Yes, the City may choose to proceed with an Applicant Install of the trench, conduit and substructures.

To support an efficient design process, the City is asked to confirm—prior to the DESIGN stage and upon receipt of the Final Sketch—whether the trench and conduit construction will be performed by the City or by SDG&E. If this decision changes later, SDG&E will gladly adjust the design as needed; however, redesign efforts may result in additional time and costs for the City.

If the City elects to construct the trench and conduit, it will also take the lead in coordinating joint trench opportunities and contributions with communication providers (e.g., telephone, cable, internet). The City will likewise manage the construction coordination among all parties involved in the shared trench.

Q: Can the City modify the project boundary if a complex issue/customer is identified?

Continued next page



A: Yes, the project boundary can be adjusted if a complex issue or customer is identified. While boundary modifications—such as changes in scope, sequencing or construction—may impact the project timeline, SDG&E will work closely with the City to manage these adjustments. Even minor modifications can influence scheduling and may require updates to nearby projects. In such cases, the City would be responsible for any resulting design or construction costs and schedule impacts.

Q: How long does the City have to execute contracts and pay, if applicable?

A: Contract details vary by project type (Rule 20A Mixed-Use vs. Rule 20B Reimbursement). Once a project design is complete, SDG&E will send the City a contract with a construction estimate covering labor, materials and other costs. This contract is valid for 90 days.

If the contract expires within a year, the City can request an update, and once executed and paid, the Engineering Fee will be credited toward construction. If no contract is executed within a year, the Engineering Fee is non-refundable, and a new site walk may be required with an additional Engineering Fee if needed.

This approach helps protect SDG&E ratepayers from design costs for projects that don't move forward, while still giving the City flexibility to proceed when ready.

Q: What is Actual Cost Billing?

A: The City will be charged “Actual Cost Billing” for SDG&E’s construction costs. This means that if the project costs exceed the Construction Estimate, the City will be responsible for all additional costs. Conversely, if the project costs at project completion are less than the construction estimate, SDG&E will refund the difference to the City.

For Municipal Assessment District Projects and at the request of the City, SDG&E can provide a “Net Contract Price” Agreement. This means that SDG&E will burden the risk of the project construction and higher contingencies will apply.

Continued next page

Q: What are the City's obligations for Environmental?

A: As the initiating party, the City is responsible for ensuring compliance with all applicable California Environmental Quality Act (CEQA) requirements, including those of associated agencies. To help keep the project on schedule, SDG&E will begin the DESIGN phase once the CEQA documentation is provided, reducing the risk of scope changes that could require redesign. SDG&E is not responsible for delays or cost impacts resulting from environmental issues identified later in the process related to the construction of trench and conduit work.

Q: What are the City's obligations for easement coordination and acquisition?

A: If the City chooses to lead customer or resident coordination, SDG&E can provide the necessary templates and forms to support this effort. However, SDG&E must execute all easements.

Per the Tariff, SDG&E is not able to reimburse for easements.

Please note that delays, redesigns or additional costs related to customer-required easements are the City's responsibility, and no design will be considered final until all easements are fully executed.

Q: What are the City's obligations for "Resident Holdouts"?

A: SDG&E will remove all poles within the franchise right-of-way in accordance with the Municipal Code and applicable ordinances. Any service poles remaining on private property would be subject to resident compliance and City policy for enforcement. Additionally, any such poles would require SDG&E approval and may involve additional costs.

Q: What are the steps to place spare City conduits in joint trench?

A: If the City constructs the trench and installs the conduit ("Applicant Install"), SDG&E takes no exceptions.

Q: What are the City's obligations for street light coordination?

A: All 'dusk to dawn' streetlights are located on private property. SDG&E will work directly with the property owner for service discontinuation but cannot provide underground service to these existing facilities.



If the City prefers, new streetlights can be installed within the public right-of-way using a secondary handhole service point. Please coordinate with your SDG&E Project Manager during the PLANNING phase to review the specifics.

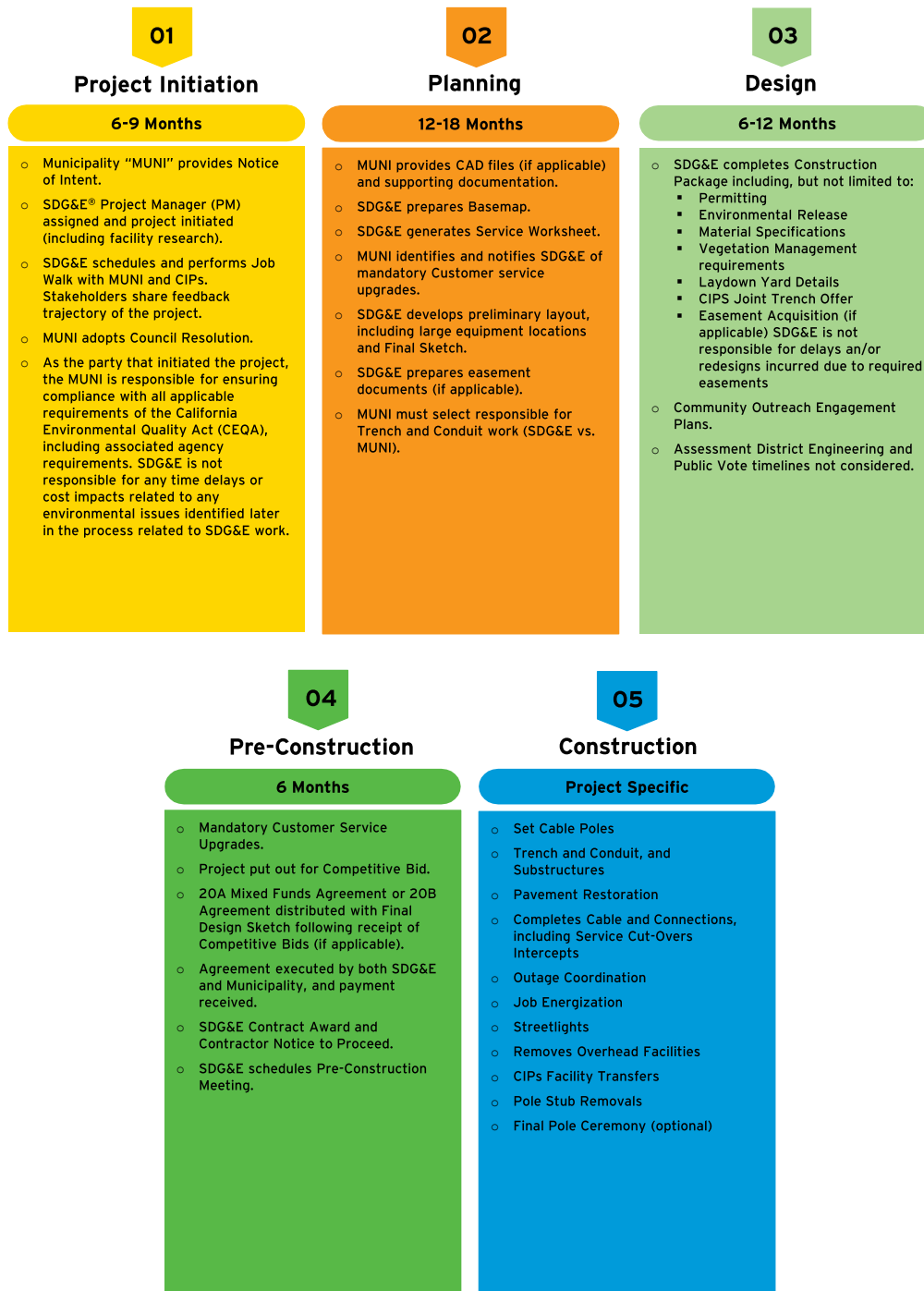
Q: What are the City's obligations for meter and private lateral requirements?

A: The City's Building Inspector must release (provide receipt of inspection clearance) for SDG&E to energize.

On private property, SDG&E owns the cable in the customer's conduit to the point of connection and the electrical meter. The customer owns the conduit on private property, the electrical facility where connection to SDG&E is made, and the conduit, cables and risers needed to connect to the metering equipment.

Regarding service connections, each property will require a specific design; however, refer to the figures/photos below for the four typical configurations for reference.

Distribution Electric Rule 20 Roadmap



Notes

1. Transmission Electric and relocation of Gas Facilities are not applicable within Rule 20 Tariff.
2. SDG&E commits resources to projects as design requirements are met on a first come, first serve basis.
3. As a regulated utility, SDG&E is not permitted to give preferential treatment to one municipality over another.
4. SDG&E may and will revise durations for specific project scope and constraints. All durations are approximate.
5. Please refer to Guidebook and/or Tariff for nuances between Rule 20A, 20B and 20C; processes may vary. For additional information, please contact CPMS@sdge.com.

Streetlighting Fact Sheet



MUNICIPALITY STREETLIGHTING

Municipal Streetlighting Request

Step 1: Confirm Request Type

Please use the following criteria to confirm your request is for a streetlight:

What a streetlight is:

- It is an energized light mounted on a pole.
- It is installed & energized as a single pole in a series.
- It is utilized to light a public road or path for traffic or pedestrians.



What a streetlight is not:

- It is **not** a device intended to signal, communicate or warn.
- It is **not** equipment used to support law enforcement or enhance safety measures, such as crosswalk systems.
- It is **not** a luminaire attached to a traffic signal pole.



Step 2: Submit Request

Please include the following requirements in the request:

- Project Name
- Nearest address to the location
- Requester Point of Contact (POC), including name, email address & phone number
- Number of streetlights to be energized
- Light(s) location, type, wattage & description
- Electrical Plans and/or Streetlight Location Diagram
- Proposed Service Points & Sketch/Job Number for service point approvals (if applicable)

For any questions, please submit to Muni-Streetlighting@sdge.com.

Step 3: Request Received

Allow 7-10 calendar days for your request to be received by the streetlighting intake team.

Please ensure all submittal requirements are included. If additional information is required and/or missing, SDG&E® will contact the Point of Contact listed in the request. Additional time to process will be required.

An SDG&E representative will contact you to discuss the timeline & all project specifics.

© 2025 San Diego Gas & Electric Company. All copyright and trademark rights reserved. S2490032.1125

Streetlighting Construction Fact Sheet



SDG&E® STREETLIGHT CONSTRUCTION

CONFIRM REQUEST TYPE

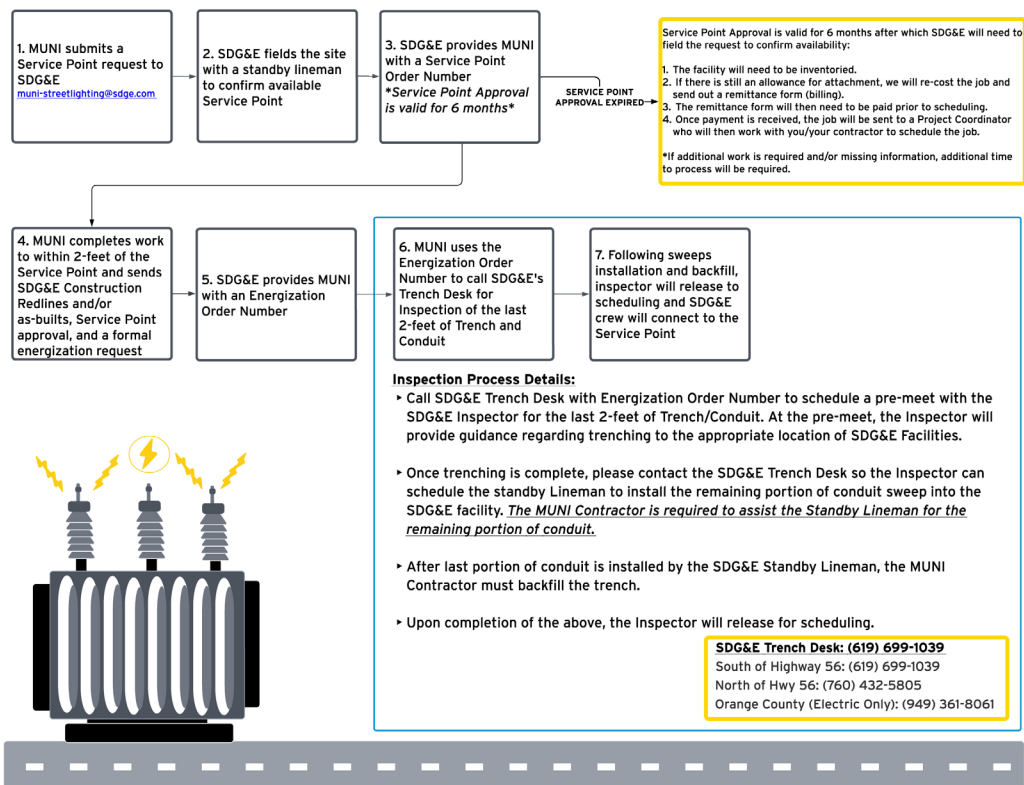
PLEASE USE THE FOLLOWING CRITERIA TO CONFIRM YOUR REQUEST IS A STREETLIGHT:

- Energized light mounted to a pole
- Installed & energized as a single pole in a series
- Utilized to light a public road or path for traffic or pedestrians

SDG&E ROLE IN STREETLIGHT CONSTRUCTION

Per Schedule LS-2, SDG&E® will serve streetlights owned by Governmental and Corporate Agencies from Overhead or Underground Secondary Service. Applicable for the lighting of streets, highways and other thoroughfares, including non-dedicated streets which are accessible to the public.

SDG&E STREETLIGHT CONSTRUCTION PROCESS OVERVIEW



© 2023 San Diego Gas & Electric Company. All copyright and trademark rights reserved.

Service Connection Figures

FIGURE 1: Existing Overhead Service Connection

“Point of Attachment” demarcates where SDG&E ownership ends and customer ownership begins. It also marks where City Building Inspectors have jurisdiction.

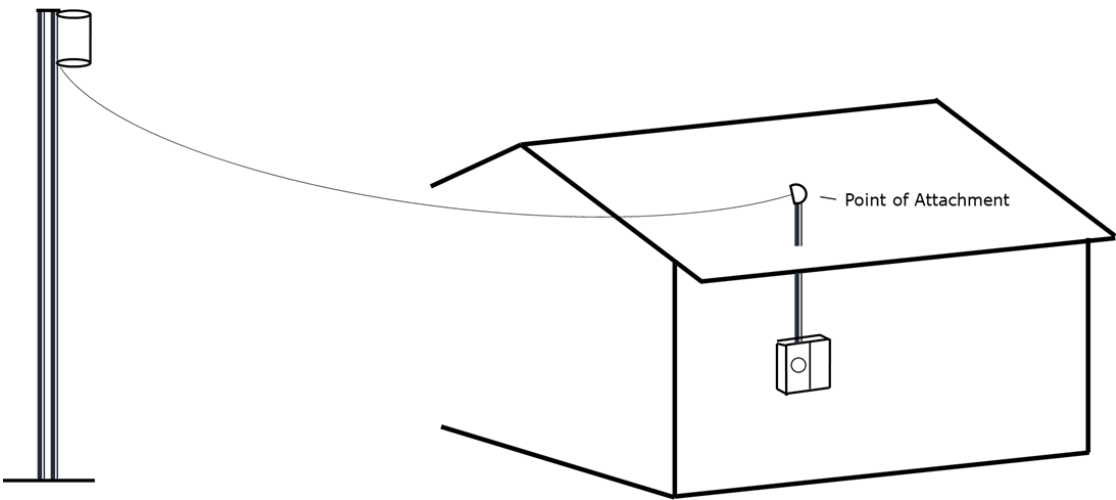
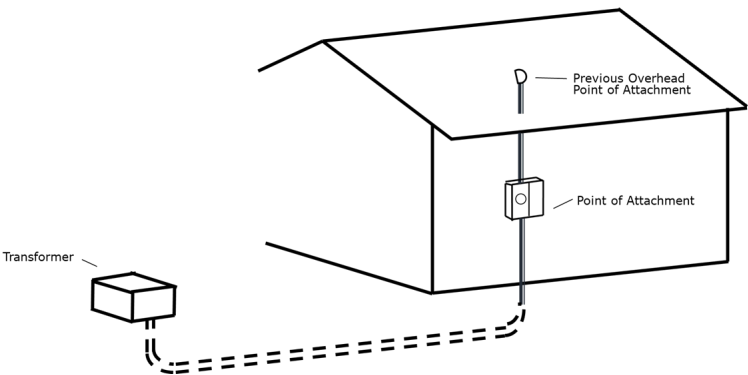


FIGURE 2: Direct Feed into Service Panel or with use of a Meter Adaptor



Continued next page

FIGURE 3: Loop & Bond Underground Service Connection

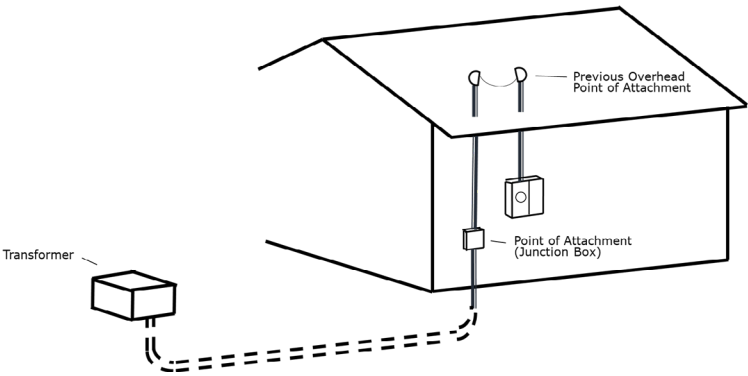


FIGURE 4: Loop & Bond Underground Service Connection - Rear Lot Panel

Common when moving system from alley to street.

