

# Gas relocation



We've made it easier than ever to initiate your construction project. Whether it's a small-scale project or a larger new development, you can submit your project [online](#) to SDG&E®. This step-by-step guide will explain the steps and actions you or your contractor will need to take in the following phases:

- 1. PROJECT PLANNING
- 2. PRE-CONSTRUCTION
- 3. CONSTRUCTION



For more information, please visit our Builder Services Resource Center at [sdge.com/builder-services](https://sdge.com/builder-services).

## 1. PROJECT PLANNING

<b>Application</b>	Submit your request for a service using our online application found here: <a href="https://sdge.com/apply-service">sdge.com/apply-service</a> .
<b>Working with SDG&amp;E</b>	SDG&E will assign a Planner and/or Coordinator to help you through the construction process. Your SDG&E Planner will provide you with a service/work order package specifying an <b>approved meter location</b> , gas relocation installation instructions, and any fees, contracts, or additional documents associated with your project.
<b>Work order fees</b>	Before scheduling your work, follow instructions in your service/work order package to pay any work order fees that are due and return any required documents.
<b>Permits</b>	Contact your city's Building Department to obtain any necessary plumbing permits. Also ask the city if your project will require an excavation permit to dig. It's important to verify with the city that your permit number matches your SDG&E paperwork and address on file.

## 2. PRE-CONSTRUCTION: UNDERGROUND TRENCHING

<b>Call DigAlert 48 hours notice</b>	Call USA Underground Service Alert at <b>811</b> or <b>1-800-227-2600</b> to locate existing utility lines. This free service helps prevent accidental digging into utility lines.
<b>Schedule an SDG&amp;E Trench Inspector before you dig</b>	Contact your SDG&E representative to schedule a visit with an SDG&E Trench Inspector who will review your plans and advise of any necessary corrections. Have specific plan information available for your Trench Inspector: <ul style="list-style-type: none"><li>a. Trench depth, route and fill materials</li><li>b. The separation and location within the trench of different utility lines (electric, gas, telephone and cable TV services)</li></ul>

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<b>Plumbing</b>	Have your plumber or contractor re-plumb your gas houseline following applicable municipal codes and the written instructions on your service/work order package.
<b>Dig your trench</b>	After your SDG&E Trench Inspection meeting, dig your trench and install the required sand base following the instructions of your SDG&E Inspector. Trenching guidelines can be found in SDG&E's Trenching Standard at <a href="https://www.sdge.com/project-resources">sdge.com/project-resources</a> . Please see Construction Standards Underground Manual, Sections 3370 & 3371 - UG Dist (UD) Trenches and Utility Positioning.
<b>Install gas service pipe</b>	Contact your SDG&E representative to schedule a gas crew to install the gas service pipe in your trench and change and/or relocate your gas meter. This step may require a joint meeting with your plumber and the SDG&E crew. Your SDG&E Inspector or Planner will let you know if this is necessary.
<b>Install utilities</b>	If necessary, install your telephone and/or cable television as directed by your Inspector.
<b>Backfill the trench</b>	Using a Veriforce-certified backfiller, backfill the trench by adding acceptable shading material, like sand or other suitable material to the trench.  <b>Note:</b> Backfill must be done on the same day as the SDG&E crew is scheduled to avoid exposed pipe.
<b>Schedule City/County inspection</b>	Contact the city your project is in (County of San Diego for unincorporated areas) and schedule a final city/county inspection for your metering equipment and internal plumbing.
<b>Account billing</b>	<b>If you are setting up a new billing account</b> , call SDG&E at <b>1-800-411-SDGE (7343)</b> .  <b>Note:</b> A new meter cannot be energized until a billing account has been set up.

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### 3. CONSTRUCTION: ENERGIZE

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<b>Energize</b>	Contact your SDG&E representative to schedule the installation of your gas meter and the lighting of your gas equipment pilot lights.
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If you have any questions, call **1-877-789-9866** or visit [sdge.com/builder-services](https://www.sdge.com/builder-services).