



**Did you know?**

You can track your application status online through the Builder Services Portal – no phone calls required.

## Builder Services Document Requirements

SDG&E’s Builder Services online application offers document upload capability for registered users. When applying for electric and/or gas service, be prepared with necessary documentation to upload at the end of the application. Providing this information at the time of application will expedite the process.

**Whether applying for new service or changes to existing service, all applications should include documentation:**

<b>Electric load breakdown</b>	Itemized list of existing & projected electric loads & mechanical gear on site.
<b>Electric plans</b>	Panel schedule and single line layout of electric loads. Includes site layout with electric meter location.
<b>Gas load breakdown</b>	Itemized list of existing & projected gas loads & mechanical gear on site.
<b>Gas plans</b>	Gas schedule and single line layout of gas loads. Includes site layout with gas meter location.
<b>Grading plans</b>	Topographical map that shows the elevation changes of the property.
<b>Plumbing plans</b>	Maps showing the locations of existing underground wet utilities.
<b>Site/plot plans</b>	Drawings used by architects or engineers which show existing and proposed site layout.

**Upload other documents that may be helpful to your planner and necessary to move the project forward.**

Depending on what type of project you are doing, your SDG&E® Project Manager may need further documentation when processing your application. If applicable, include the documents listed below. \*See Page 2 for documentation needed for different project types.

<b>Assessor parcel map</b>	Map showing city approved property lines including easements & right-of-way.
<b>Floor plans</b>	Site layout for multiple floored structures required when meter rooms are on individual floors and/or parking structures.
<b>Other planning documents</b>	Any other planning document that is not referenced in the list.



To learn more, scan QR Code or visit [sdge.com/Builder-Services](https://sdge.com/Builder-Services)

## Specific project types require more documentation

See the chart below for more information on what to include with your commercial, residential, or subdivision project.

X = Required \* = If Applicable

		Commercial	Residential	Subdivision
<b>Building section: Multistory</b>	Section drawings are a specific type of drawing architects use to illustrate a building or portion of a building. A section is drawn from a vertical plan slicing through a building.	X	*	*
<b>Elevation plans</b>	An elevation drawing is an orthographic projection drawing that shows one side of the house.	X	X	X
<b>Grant deed</b>	A grant deed is a legal document used to transfer ownership of real property. It is an official record that indicates a title has not already been granted to another person.	X	X	*
<b>Landscape plans</b>	The landscaping proposed lay-out with hardscape plants, irrigation and drainage, and bio-retention.	X	*	*
<b>Street improvement plans</b>	Changes to franchise and city infrastructure. Showing existing water, sewer, Telco, Cable TV, and SDG&E facilities. Also show new streetlight, traffic control, irrigation pedestals, and sewer/water.	X	*	X
<b>Subdivision map</b>	Map of the subdivision.	X	*	X

## How to upload documents

- 1** Login/Register for the Builder Services Portal (BSP) – granting you access to the BSP features.
- 2** Submit applications while logged in – allowing access to upload project documents.
- 3** Be prepared with necessary documents and upload them at the end of your application.
- 4** Upload requested documents for a project through your BSP dashboard to eliminate potential delays.



For more information visit [sdge.com/Builder-Services](https://sdge.com/Builder-Services)

