
CITY OF COLTON

Electric Utility

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Main Service Panel Change Out/Upgrade

The information provided in this document is intended to serve as general guidelines. Each project is unique and additional requirements may apply.

In order to minimize installation problems and facilitate the inspection and approval process, the main service panel and installation shall comply with the information outlined in this document and the City of Colton Electric Utility requirements.

Responsibilities

The **Customer** is responsible for the following:

- The installation and maintenance of the weatherhead and galvanized steel riser for overhead service
- The installation and maintenance of the electrical conduit for underground service
- The installation and maintenance of the service entrance conductor for overhead service
- The installation and maintenance of the main service panel
- The installation and maintenance of the main service panel grounding and bonding
- Maintaining tree clearance around overhead electric lines to your main service panel
- Maintaining clearance around and in front of your main service panel
- All fees associated with upgrading serving conductor to support main service panel
- All fees associated with tampering/trespass or diversion of the City of Colton Electric Utility facilities (such as, serving conductor, meter, the utility side of the main service panel, etc.)

Colton Electric **Utility** is responsible for the following:

- Identifying/Approving location of main service panel. **Colton Electric Utility will mark the location of the new/upgraded main service panel.**
- Disconnect/Reconnect of service to allow for installation
- The installation and maintenance of the overhead/underground electric lines to your main service panel.
- Inspecting/Approving new main service panel after installation

Requirements

Main Service Panel General requirements:

- Weatherhead mounted at a minimum height of 18" with a recommended height of 36" for overhead service
- Service lead from weatherhead to have a minimum lead of 24" for overhead service
- Galvanized steel riser (overhead service) or electrical conduit (underground service) to be secured by straps every 3' minimum

Main Service Panel General requirements cont.:

- Main Service Panel location must be approved by City of Colton Electric Utility and must be mounted at a minimum height of 48" to a maximum height of 75" to the center of glass
- Main Service Panel must have 36" radial clearance from windows, doors, exits, fire escapes, balconies, stairways and walkways, etc. and 36" horizontal clearance from any possible ground points such as gas piping or metal fencing
- Main Service Panel sizing to be based on Bus Amp Rating of panel

100A Main Service Panel General requirements:

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **1.5"** for overhead service
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service conductors (including neutral) to be a minimum **#2 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel for overhead service
- Grounding to be a minimum **#8 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run.

125A Main Service Panel General requirements:

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **1.5"**
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service entrance conductors (including neutral) to be a minimum **#1 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel
- Grounding to be a minimum **#6 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run.

200A to 225A Main Service Panel and above General requirements (200 Main Breaker Max)

- All requirements listed in Main Service Panel General requirements
- Galvanized steel riser to be a minimum **2"**
- Schedule 40 conduit to be a minimum **3"** for underground service
- Service entrance conductors (including neutral) to be a minimum **3/0 stranded copper** with neutral conductor to be marked with white tape at both the weatherhead and panel
- Grounding to be a minimum **#4 solid copper** in flex conduit to a driven 5/8" x 8' copper-clad ground rod and bonded to cold water and gas in one continuous run
- Service Contract for the cost of the larger conductor to support your new main service panel

Process:

The following steps must be completed **in the order shown** before a Main Service Panel Change Out/Upgrade will be energized.

1. A) Customer to request the location of the new main service panel marked by completing the Load Questionnaire. The load questionnaire can be [downloaded here](#) or picked up at 150 S 10th St, Colton CA, 92324
B) If acquiring multiple meters, a "Notification of Address Number Assignment" from City of Colton Planning/or Building & Safety shall be provided to Colton Electric Utility.
C) Application for a service upgrade or meter reset on a multi-unit location requires the customer to identify the unit he/she is wishing to upgrade. The meter number **MUST** be provided to City of Colton Electric Utility in order to proceed.
2. Colton Electric Utility must identify and approve the new panel location based on

information provided in the Load Questionnaire. In addition, Colton Electric Utility may require load calculations.

Process cont.:

3. Any Colton Electric Utility fees must be paid prior to obtaining permits.
 - **NOTE:** Permit fees must be paid at Development Services at 659 N La Cadena Dr. Colton, CA 92324. Colton Electric Utility fees must be made payable to “City of Colton” by Credit Card, Check or Money Order at City Hall, 650 N La Cadena Dr. Colton, CA 92324 any other related fees will be invoiced by Colton Electric Utility and must be paid at City Hall. A receipt must be obtained and a copy will be taken/mailed to Colton Electric Utility to ***electricalengineering@coltonca.gov***
4. Construction permit(s) must be acquired from the Building & Safety Department.
 - **NOTE:** If additional meters are requested, City of Colton Planning will issue a unique address for each meter and that address must be clearly displayed at each meter socket.
5. For any panel upgrade/replacement, a “same day disconnect/reconnect” must be coordinated with the City of Colton Electric Utility before construction begins.
 - **NOTE:** If contractor and/or customer tampers or fails to coordinate a “same day disconnect” with the Electric Utility facilities (this includes the service drop, meter, and/or the utility side of the service panel) a diversion/tampering fee of a minimum **\$250.00** will be assessed.
6. Call Building & Safety to schedule an inspection (909) 370-5131. After the new panel is installed, it must be inspected and approved by the building inspector first. The Electric Utility Inspector will do the 2ND and final inspection.
 - A) Failure to conduct a “same day disconnect” will result in delayed response in restoring of electric service.
 - B) Building inspector must be notified and included in “same day disconnect” coordination.
 - C) **Note: If the new service panel installation is not completed, inspected, and approved by BOTH the Electric Utility and Building & Safety by 2pm PST, the new service panel will not be energized until the next working day.**
7. Once approved and released by Building & Safety, coordination with the Electric Utility is required to transfer (cut-over) service to the new panel. Again, this coordination/appointment must be scheduled prior to 2pm to be completed on the same day.