



## Welcome to the City of Vernon

To receive prompt electrical service, please follow the instructions below.

- 1) **CONTACT** the Vernon Public Utilities Customer Service for the following. This information is also available on the City's website: <https://www.cityofvernon.org/government/public-utilities/customer-service/application-for-service>
  - Electrical Service Flow Chart
  - Application and Contract for Electric Service (Application)
  - Electric Service Planning Information Sheet (Load Sheet)
  - Rate Schedule
  - Rules for Electric Service
- 2) **SUBMIT** the Application Packet to Customer Service for processing. Customer Service will initiate a new electric account for your facility or provide you with information to process your request. For assistance in completing the Load Sheet, contact the Service Planner.
- 3) **CONTACT** the Service Planner for a service spot. A field meeting and/or preliminary drawing will be provided to spot the new service and any utility equipment.
- 4) **SUBMIT** electrical drawings including single-line diagram, load schedule, and site plan (if applicable) to:
  - Email to Service Planner for utility approval in a PDF format
  - Public Works Department Permit Portal for Electrical Inspector approval in PDF format
- 5) **SUBMIT** a PDF of the manufacturer detailed drawings for the new electric service panel to the Service Planner. All panels must have approval from the Metering Group prior to installation and meet EUSERC specifications.
- 6) **CONTACT** and schedule plan check(s) with the Electrical Inspector and receive an electrical permit from the Public Works Department.
- 7) **RECEIVE** a detailed construction drawing and specifications for underground and substation installations. Upon receipt, begin construction of utility infrastructure and call the Service Planner for inspection and approval.
- 8) **CONTACT** and schedule the Electrical Inspector for final inspection and approval. After final approval is received, all invoices are paid, and the application packet is submitted and approved, contact Customer Service or the Service Planner for meter installation, service connection, and electrification.

### **Customer Service**

Tel: (323) 583-8811 ext. 297

Fax: (323) 826-1427

Email: [customerservice@ci.vernon.ca.us](mailto:customerservice@ci.vernon.ca.us)

### **Public Utilities Engineering**

Tel: (323) 583-8811 ext. 851

### **Service Planner**

Tel: (323) 583-8811 ext. 5680

Email: [electricservice@ci.vernon.ca.us](mailto:electricservice@ci.vernon.ca.us)

### **Permit Technician**

Tel: (323) 583-8811 ext. 440

Tel: (323) 583-8811 ext. 284

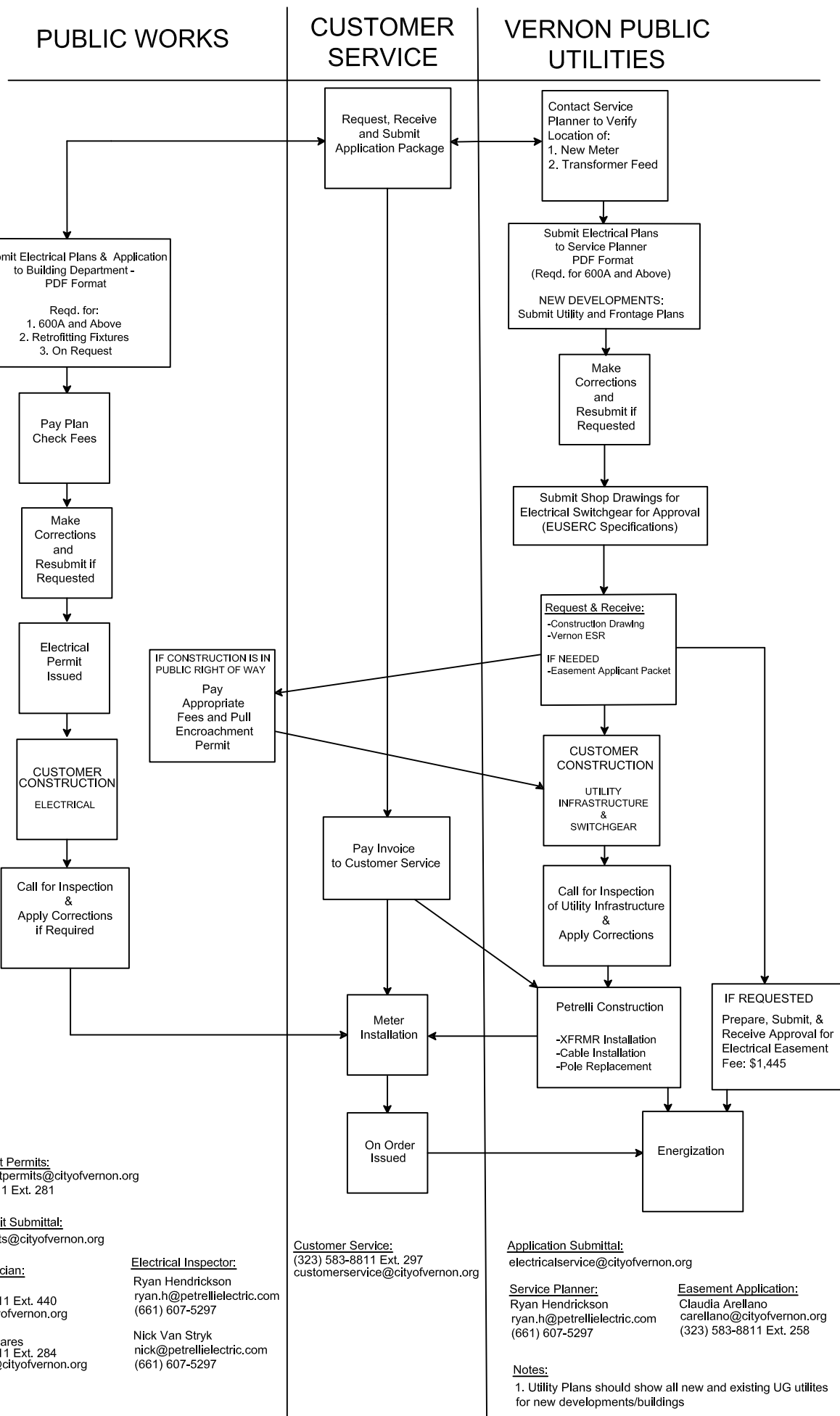
### **City Electrical Inspector**

Tel: (323) 583-8811 ext. 5680

**City of Vernon – 4305 Santa Fe  
Avenue, Vernon, CA 90058**

# NEW ELECTRICAL SERVICE FLOW CHART

3/28/23



Encroachment Permits:  
encroachmentpermits@cityofvernon.org  
(323) 583-8811 Ext. 281

Building Permit Submittal:  
buildingpermits@cityofvernon.org

Permit Technician:  
Rosa Garibay  
(323)-583-8811 Ext. 440  
rgaribay@cityofvernon.org

Denise Palomares  
(323)-583-8811 Ext. 284  
dpalomares@cityofvernon.org

Electrical Inspector:  
Ryan Hendrickson  
ryan.h@petrellieletric.com  
(661) 607-5297

Nick Van Stryk  
nick@petrellieletric.com  
(661) 607-5297


Customer Service:  
(323) 583-8811 Ext. 297  
customerservice@cityofvernon.org

Application Submittal:  
electricalservice@cityofvernon.org

Service Planner:  
Ryan Hendrickson  
ryan.h@petrellieletric.com  
(661) 607-5297

Easement Application:  
Claudia Arellano  
carellano@cityofvernon.org  
(323) 583-8811 Ext. 258

Notes:  
1. Utility Plans should show all new and existing UG utilities for new developments/buildings



# Electric Utility Service Equipment Requirements Committee

UTILITY: Vernon, City Of

CONTACT NAME: Tim Bass / Todd Dusenberry

PHONE NUMBER: (323) 583-8811

Place an X in the appropriate box for each drawing: A = Acceptable C = Consult U = Unacceptable N/A = Not Applicable

Drwg	A	C	U	N/A	Explain C's
301	X				
301A			X		
301B			X		
302			X		
302A	X				
302B			X		
303				X	
304	X				
305	X				
305A	X				
306	X				
307		X			
308	X		X		
308A			X		
309			X		
311	X				
312	X				
313		X			
314		X			
315				X	
316				X	
317				X	
318				X	
319	X				
320	X				
321				X	
322		X			
323			X		
324		X			
325	X				
326	X				
327	X				
328A	X				
328B		X			
329A	X				
329B		X			
330	X				
331	X				
332	X				
333	X				
336				X	
337				X	
338		X			
339	X				
341				X	
342	X				

SEE NOTE 1

Drwg	A	C	U	N/A	Explain C's
343	X				
343A			X		
344	X				
345	X				
346				X	
347	X				
348	X				
349	X				
350				X	
351				X	
352				X	
353	X				
354	X				
401	X				
402				X	
403				X	
404	X				
405				X	
406				X	
407	X				
408		X			
409		X			
410				X	
411		X			
412				X	
413				X	
414		X			
415				X	
416	X			X	
417				X	
418	X				
419				X	
420	X				
501	X				
502	X				
503	X				
515		X			
516	X				
517	X				
518	X				
519	X				
G1	X				
G2	X				
G3	X				
G4	X				
G5	X				

RE	CHANGE	BY	DSGN	APPV	DATE	REV	CHANGE	BY	DSGN	APPV	DATE
A						D					
B						E					
C						F					

Indicates Latest Revision

X Completely Revised

New Page

Information Removed

SHEET 2 OF 2

EUSERC MANUAL

SECTION 200

E-2

NOTE 1: For Switchgear 1000A and over, 4 hole bolt pattern preferred. See EUSERC 331.



# City of Vernon

4305 Santa Fe Avenue  
Vernon, California 90058  
(323) 583-8811

## COMMUNITY SERVICES NEW SERVICE REPORT

Applicant (Name on the electric bill): \_\_\_\_\_

Address of electric service: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

The applicant understands that the property will be maintained such that it will meet the requirements of the Building Codes of the City of Vernon. The applicant also agrees that the electrical and water services may be discontinued if the Building Department issues a Notice of Violation pursuant to the City of Vernon Building Codes.

### Check the appropriate box

- ☐ The electric service is currently on and needs no preliminary inspection.
- ☐ The electric service is off and is requested to be turned on. Before any electrical service that is off is turned on, an electrical inspection is required. Contact the Electrical Inspector, at ext. 244, to coordinate building access.

### Check the appropriate box

- ☐ The applicant is planning to occupy the premises with equipment, materials or personnel. In order to occupy, the applicant shall obtain a "Certificate of Occupancy" in the applicants name. Contact Community Services to coordinate occupancy inspection.
- ☐ The applicant is not occupying the premises. The electric service is to be turned on for clean and show or construction only. In the event that personnel or property is to occupy the premises, a Certificate of Occupancy is required.

\_\_\_\_\_  
Applicant Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Title (Owner, Pres., Manager, etc.)

\_\_\_\_\_  
Phone



## City Of Vernon

### APPLICATION AND CONTRACT FOR UTILITY SERVICE(S)

The undersigned Applicant hereby request the City of Vernon to supply electric, water, and/or gas service(s) to the location shown on page 2 of 2 hereof (Credit Information, attached hereto and made a part hereof by reference), in accordance with the applicable rates, rules and regulations of the City.

Applicant hereby agrees to the following:

1. Applicant has reviewed and inspected the applicable City of Vernon rates, rules and regulations for electric, water, and/or gas service(s) and agrees to comply therewith, and with any changes or modifications hereto which may be authorized from time to time by the City.
2. Applicant elects to take and pay for service under Schedule(s) \_\_\_\_\_ for a minimum period of \_\_\_\_\_ months. As specified in this schedule, Applicant elects the following optional provisions: \_\_\_\_\_  
\_\_\_\_\_
3. Where Applicant requested facilities which are in addition to, or in substitution for, the standard facilities which the City normally installs, Applicant agrees to pay the extra cost thereof. Applicant agrees to pay in advance the extra cost for such facilities.
4. Where applicable, Applicant Agrees to pay the following rates:  
Contract Demand: \_\_\_\_\_ kW  
Excess Transformer Capacity: \_\_\_\_\_ kW
5. Applicant grants to the City Of Vernon a right-of-way for any electric, water and/or gas lines and/or other facilities which may be necessary to build in, on, under, or over Applicant's Premises for the purpose of making delivery hereunder. Applicant also grants to the City a right-of-access to service any such lines or facilities in order to install, maintain, repair, replace, and/or remove them.
6. All facilities installed by the City shall remain the sole property of the City.
7. In the event Applicant within the initial 36 months of this contract materially increases or decreases his service requirements from those which have been installed hereunder and a change is required in the City's facilities, Applicant agrees to pay for the installation and/or removal cost of the facilities. A new agreement shall be executed providing for the modified service required by Applicant.
8. This contract shall at all times be subject to such changes or modification by the City as may be made from time-to-time in the exercise of its jurisdiction.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company





**CITY OF VERNON  
UTILITIES DEPARTMENT  
ELECTRIC SERVICE PLANNING INFORMATION**

1. Company name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Operating Hours: \_\_\_\_\_ Total Facility Size: \_\_\_\_\_

2. Electric service request:

New tenant in building using existing electric service (name change on electric bill)

Existing Panel Rating \_\_\_\_\_ Amps Voltage \_\_\_\_\_ V  
Estimated Total Connected Load \_\_\_\_\_ Amps Estimated Demand \_\_\_\_\_ Amps

Load Addition to Existing Electrical Service

Existing Panel Rating \_\_\_\_\_ Amps Voltage \_\_\_\_\_ V  
Existing Peak Load (Demand) \_\_\_\_\_ Amps Additional Load  
(Connected) \_\_\_\_\_ Amps

Installation of New Electric Panel

New Panel Rating \_\_\_\_\_ Amps Voltage \_\_\_\_\_ V  
Estimated Total Connected Load \_\_\_\_\_ Amps Estimated Demand \_\_\_\_\_ Amps

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Estimated Date For Electric Request \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Customer Service	Engineering
Account No. _____	Transformer _____
Meter No. _____	Transformer Size _____
Phase _____	Secondary Conductor Size _____
Rate:    GS1        GS2        TOU-G        TOU-V	Additional Customers _____
Service is ON    OFF	FDR# _____ LOAD BLOCK # _____
NOTES _____	NOTES _____
_____	_____
_____	_____
_____	Action Item _____
_____	_____