

GENERAL INFORMATION FOR SERVICE CONVERSION FROM OVERHEAD TO UNDERGROUND

1. **PRE-INSPECTION:** The City's Building Inspector, David Reed, at (949) 644-3252 has already performed a pre-inspection. The pre-inspection checklist will indicate whether further underground utility processes need to be taken, and whether a meter panel upgrade is recommended or required.

If your property has existing electric, telephone, and cable underground services, no further action will be necessary after the pre-inspection. If one or more of the existing services need to be undergrounded, please note the following steps.

2. **RETAIN A QUALIFIED CONTRACTOR:** The contractor you retain must possess one of the following contractor's license to perform the private underground conversion work:

- C-10: Electrical Contractor (Specialty)
- A: Engineering Contractor
- B: General Building Contractor
- Owner/Builder

It is strongly recommended that you obtain at least 3 bids from contractors and ask for references in order to get a reputable contractor that will provide the highest quality of work at the lowest possible price. Please refer to the California Contractor's State License Board for further information on hiring a contractor.

3. **OBTAIN ELECTRICAL PERMIT:** Once a contractor has been selected, your contractor should obtain the pre-inspection checklist and SCE as-built map from Anna Baldenegro in Public Works (abaldenegro@newportbeachca.gov or 949-644-3034) and then go to the City's Building Department to obtain an Electrical Permit.

If you have any questions regarding the Electrical Permit, please contact the City's Building Department at (949) 644-3275.

4. **DETERMINE METHOD OF CONNECTION:** The contractor will need to obtain an SCE as-built plan from the City's Public Works Department prior to any excavation (see step 3). The Contractor/Customer must not deviate from the SCE plan without first obtaining prior approval from SCE. The SCE underground inspector Enrique Cortez (714) 895-0448 can be contacted for pre-construction questions with regards to trench and duct requirements. Please note that any existing, non-conforming services may need to be upgraded and/or relocated.

Attached are exhibits for appropriate requirements to underground your electric, telephone, and/or cable services. All installations shall comply with the rules and regulations of the City of Newport Beach along with all applicable governing laws and ordinances, Southern California Edison, AT&T, and Spectrum.

Note: Public documents such as the Southern California Edison Electrical Service Requirements manual which can be found on the web @ <https://www.sce.com/regulatory/distribution-manuals/electrical-service-requirements> should be utilized prior to contacting your local SCE planning or Inspection offices.

SPECIAL SCE PROVISIONS:

Should your electrical panel be an older style without a conduit knockout, best and safest practice would be to replace your panel. Should this not be feasible, SCE has other approved options that are listed below, and detailed in SCE's Electrical Service Requirements, page 3-32 (enclosed):

- Keep existing service and connect underground conduit from point of connection and sweep inside of exterior wall into service side of panel (Example A – ESR-3); or
- Install new meter and distribution fuse meter for underground service (Example B – ESR-3); or
- Keep existing service and connect surface mounted pull box and conduits/weatherproof enclosed gutter (connect on service mast of room, Example D – ESR-3).

5. CONDUIT EXTENSION: The contractor shall extend an approved plastic conduit for each of the overhead services to be undergrounded.

UNDERGROUND CONDUIT SIZES:

Electrical: One three-inch (3") conduit (residential applications only)
Telephone: One two-inch (2") conduit
Cable: One & a half inch (1.5") conduit

Please refer to the attached exhibits from each utility company for specific information regarding the installation.

GENERAL SCE PROVISIONS:

- Provide a minimum three-foot (3') clearance in front and side-to-side of meter location.
- Meter height must meet 4'-0" to 6'-3" from final grade to centerline of meter.
- Provide 36-inch sweeps.
- Conduits to be placed a minimum of 33 inches below finished grade measured from the top of conduit.
- Provide 12-inch separation from other utilities, 6 inches for crossings.
- Install a yellow 3/8" pole pull rope in the conduit for mandrel.

6. CALL FOR INSPECTION: An inspection approval shall be obtained from the SCE Inspector for the conduit installation PRIOR to backfilling the trench. Please provide a minimum 48 hour notice for inspections and/or pre-con meeting requests.

*Note final SCE inspection and signing of the jobsite card by SCE inspector will not take place until all conduit is installed according to SCE plan, trench is backfilled, panel upgraded/replaced (if necessary), rope installed and mandrel witnessed.

Enrique Cortez, SCE Inspector (714) 895-0448

7. METER PANEL UPGRADE AND BACKFILLING: All meter panel installations shall comply with the rules and regulations of the City of Newport Beach along with all applicable governing laws and ordinances and the Electrical Services Requirements of Southern California Edison.

<https://www.sce.com/regulatory/distribution-manuals/electrical-service-requirements>

All work in the public right-of-way will require an approved encroachment permit from the Public Works Department.

All backfilling shall comply with City Building Department requirements, and Public Works Department requirements, if applicable.

CALL FOR “ROUGH SERVICE RELEASE” INSPECTION: Once the work described in Step 7 is complete, the contractor shall call the City of Newport Beach, for a “rough service release” inspection. A “rough service release” must be approved prior to SCE “cut-over”.

For City Inspection requests please utilize our automated system at 949-644-3255 or ONLINE at <https://newportbeachca.gov/government/departments/community-development/building-division/building-permit-inspection-request-status>

David Reed, City Building Inspector (949) 644-3252

Once Step 7 has been completed, the owner/contractor shall await for further notice from SCE to schedule a “cut-over” as described in Step 8.

8. SCHEDULE CUT-OVER: Once 90 percent of the District receives the appropriate City and SCE “releases,” SCE will contact contractors to schedule a “cut-over” to the electrical panel. The contractor must be present at the scheduled “cut-over” time. All SCE overhead conductor will be removed by SCE and the overhead riser mast will be cut and capped by homeowners contractor once cutover complete. This step is to complete the actual work to convert overhead services to underground services.

A “cutover” appointment is not necessary for telephone and cable services. Once the appropriate conduits are extended, AT&T and Spectrum will have staff pull cable to your property’s point of connection. It should be noted that your contractor may be contacted by AT&T and/or Spectrum if conduits and associated work is not compliant.

9: SCHEDULE A FINAL INSPECTION: A final City inspection shall be made to ensure that all work is complete, including pavement/concrete restoration. The Electrical Permit will not be “finaled” until this step has been taken.

If any questions arise concerning these requirements, please contact the City’s Building Department at (949) 644-3275 or your SCE Local Service Planning Office at (714) 895-0110.

General Notes/Specifications per National Electrical Code and Utility Standards:

Dig Alert – The State of California Government Code 4216 mandates that anyone doing excavation work shall call at least two working days prior to commencement of any excavation. Please call (800) 227-2600 or 811.

Newport Beach Municipal Code

1. Exposed PVC conduit shall be a minimum of schedule 80. Nonmetallic conduit installed on the exterior in runs greater than twenty-five feet (25’) require expansion fittings per NEC 300-5 & 347-9.
2. Grounding electrode and water bonding to be checked and upgrades if necessary sized per NEC T-250-94 & T-250-95.
3. All conduits, fittings and boxes sized per wire capacity of NEC-370-16 (Appendix C).
4. Maintain proper clearance for working spaces at new services and pull boxes. Minimum width of 36” x 36” depth x 78” in height per NEC 110-16.
5. Service equipment exposed to the weather shall be rain-tight NEC 370-15.
6. For each and every meter, the contractor shall furnish and install a switch, or other approved disconnecting means with over-current protection. (NEC allows up to a maximum of six (6) switches or disconnects to constitute the main over-current device) NEC 230-42; 230-71; 230-79.
7. If existing sub-panel(s) remain down line of new service disconnects, protection of existing may need to be supplied with a new additional panel giving protection the same as that of the old system. NEC 230-42; 310-15.
8. All meter fittings shall be mounted on a substantial support in a true vertical position. NEC 110-12.
9. All equipment, devices, and components shall be listed (recognized testing laboratory). NEC 100.

In the event where there are discrepancies amongst codes, the more stringent shall prevail.



AT&T

Specifications

Trenching

Conduit

Boxes

A Guide for California Residential Property Owners in a Municipal Underground District

This guide consists of AT&T California specifications and diagrams for trenching and underground support structure and other make ready work performed by property owners and their agents as required by AT&T for conversion of its aerial communication facilities on residential private property. Any deviation from the specifications provided in this document must be approved by the local AT&T Engineer.

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General Information on Underground Districts

Your local municipality has passed an ordinance in your neighborhood for the conversion of aerial communication and power facilities to underground facilities. The area to be converted from aerial to underground facilities is referred to as the "District".

AT&T's California Public Utility Commission Tariff Schedule A2 defines responsibilities for both the property owner and AT&T to convert the communication facilities on private property as described below.

The property owner is responsible for the trenching and underground supporting structure (conduit and pull boxes) between the public way and the building on your private property.

AT&T is responsible for converting the existing aerial service wire or cable to underground using the supporting structure provided by the property owner.

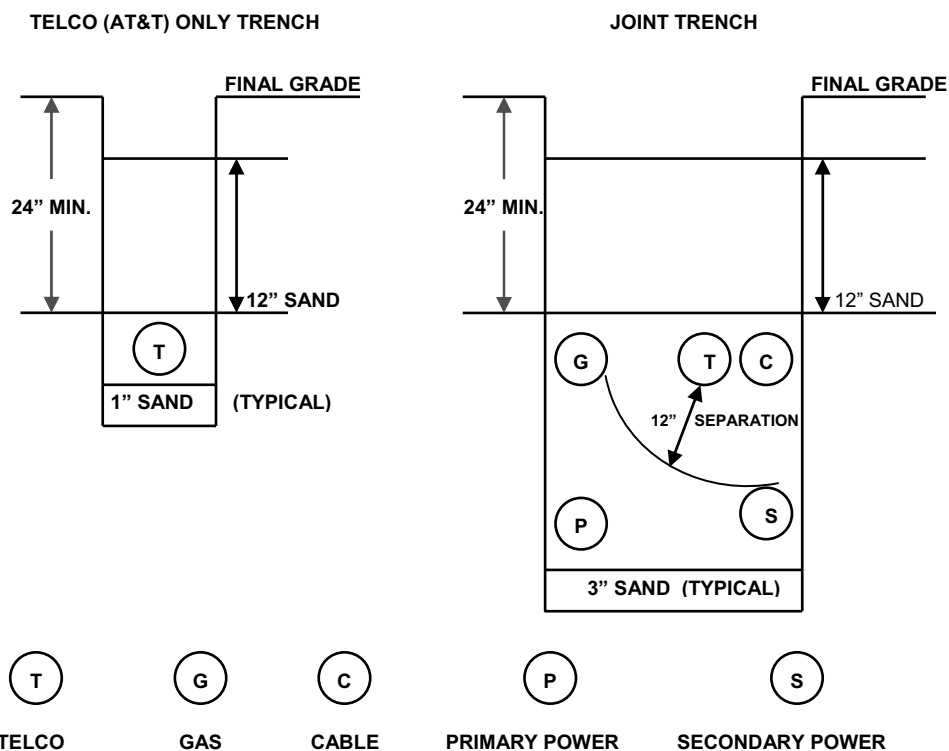
The trench work on the private property must be completed prior to the start of construction scheduled for your neighborhood street.

General Construction Requirements

- 4. Construct trench and place substructures according to AT&T plans and specifications.**
- 5. Request and get authorization for any design change from the AT&T engineer or AT&T inspector prior to implementing the change.**
- 6. Call [insert phone no.] for questions or information regarding the requirements in this Guide.**
- 7. All trenching and conduit work must be completed on your private property before the scheduled date for conversion of facilities on your neighborhood street.**

Trenching

1. The trench route from the telephone box on your house to the boundary of the street at your property line will be determined by AT&T.
2. Minimum radial clearance from all other trench occupants, except CATV, must be no less than 12 inches. A minimum 24" of coverage (dirt backfill) over the conduit is required within 5' of your property line (trench depth should be 27"). A minimum of 18" of coverage is acceptable for the remainder of the trench.
3. There may be no more than two 90 degree bends or a combination of bends that exceed 180 degrees total. If this requirement can not be met, then a minimum size 11" x 17" pull box must be installed in the conduit run in lieu of the bend. Consult with the AT&T engineer if necessary.



Conduit

Conduit placed for AT&T must be for its exclusive use. AT&T will not occupy the same conduit with other utilities or foreign cable/communication systems. AT&T may refuse to occupy conduit that deviates from our plans and specifications.

The property owner is responsible for repairing or resolving any problems with the conduit they have installed that prevents AT&T from pulling its wire through the conduit using normal installation methods. Conduit must be rodded, cleared, and roped prior to AT&T pulling in wire.

Material Requirements

1. Two inch (2") conduit must be type PTS 66/DB 120 rigid plastic or Schedule 40.
 - Minimum sweep for 2" conduit is a two ft 90 degree radius
 - Maximum of two (2) 90 degree bends
 - Install one quarter inch (1/4") plastic rope pull line, No. 12 pull wire, or weather proof pull tape
2. Rigid steel, condulets, plumber's fittings, flexible tubing, or water and gas pipes are not acceptable materials.

Installation Requirements

1. Minimum trench coverage for conduit is detailed under Trenching.
2. Conduit must be terminated into the ends or sides of the box. Conduit may not enter the bottom of the box.
3. Conduits at the house must be plugged by the property owner to provide a seal against water intrusion.
4. Use a temporary universal plug to keep conduit free of debris. Cap all stubbed conduit. Stake conduit at property line for AT&T tie-in.

Pull Boxes

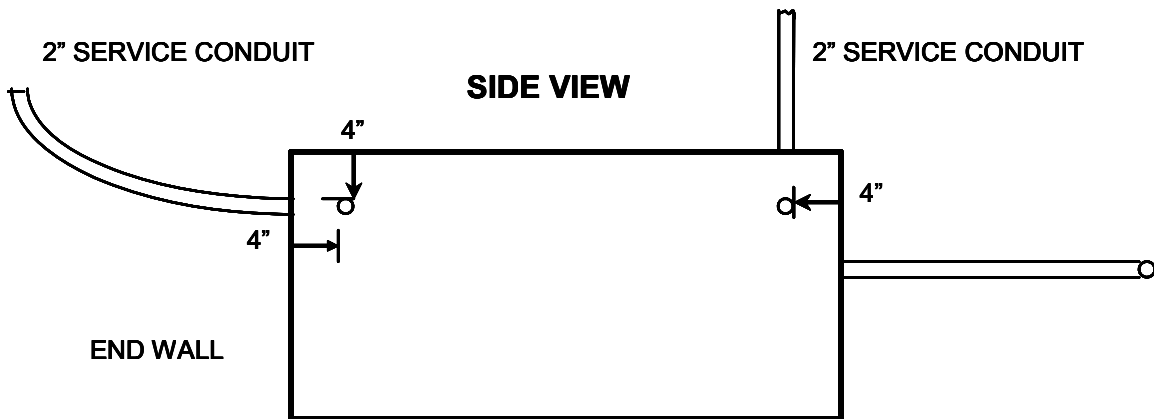
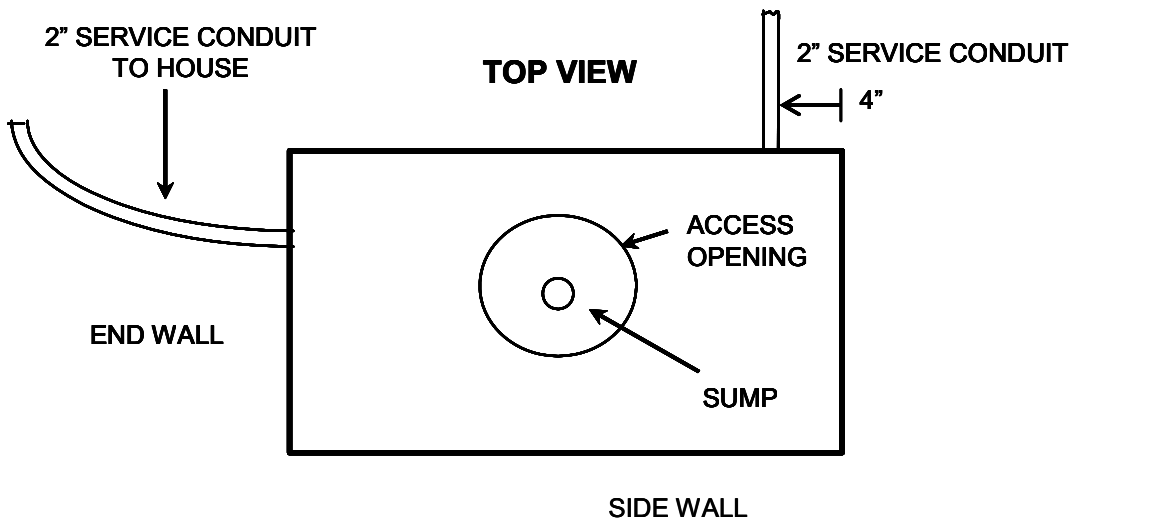
Material Specifications

All pull boxes that will be owned and maintained by the property owner must be approved for use by AT&T. You may purchase from any manufacturer that meets AT&T's specifications for boxes. Boxes placed on private property and owned by the property owner must have a generic telephone emblem on the lid. The use of AT&T's name or logo is not permitted on a property owner's box. The pull box must be for AT&T's exclusive use. AT&T will not install its facilities in any box that is also being used by other utilities.

Installation Specifications for Boxes

1. Boxes must be installed at the final grade of the property.
2. A pull box for drainage and to prevent water from entering your house is required on your property at the property line when the conduit to the telephone box on your house is below sidewalk elevation or when your house is more than 2% down grade from the street elevation.
3. A minimum of six inches (6") of compacted sand, graded level is required under all pull boxes. Equip each box with sump hole and crushed rock for drainage.
4. Conduit must terminate at the end wall or side wall of a pull box. Entry through the bottom of a box is not acceptable.
5. All conduits entering knockouts in a plastic or polymer box must be cut within one inch (1") flush with the inside of the wall and sealed. Bush ends on conduit to remove sharp edges. All joints must be mortared and all unused ports and openings sealed. Use cement mortar, water plug cement or other approved prepared mortars.

CONDUIT TERMINATIONS IN PULL BOXES



DO NOT INSTALL SERVICE CONDUITS INTO THE BOTTOM OF THE BOX

Bonding and Grounding

Bonding and grounding requirements must meet the National Electrical Code. Grounding Options are listed in the order of preference.

- 1. #10 copper ground wire to Electrical Power Service Grounding Electrode, Service Grounding Electrode Conductor or Service Panel**
- 2. #10 copper ground wire to a Concrete-Encased Electrode meeting the requirements of the NEC (UFER Ground)**
- 3. #10 copper ground wire to a Ground Ring meeting the requirements of the NEC or to the metal frame of the building which is effectively grounded.**

UNDERGROUND UTILITY ASSESSMENT DISTRICT No. 124

Private Conversion Checklist for Owner/Contractor

- _____ Wait for conversion letter from the City of Newport Beach to start work. (owner)
- _____ Retain an electrical contractor to perform underground utilities work. (owner)
- _____ A pre-inspection checklist and SCE conduit map will be provided to the owner's electrical contractor upon request to Anna Baldenegro in Public Works. (contractor)
- _____ Apply and obtain approval for an electrical permit at City Building Department. The completed pre-inspection list must be presented. Should any portion of the work take place in the public right-of-way, an approved encroachment permit from the City Public Works Department must be obtained prior to starting work. (contractor)
- _____ Contractor to follow conversion guidelines on City's Assessment District website for trenching and conduit installation. Contractor to contact SCE inspector for pre-construction meeting if needed. Enrique Cortez (714) 895-0448.
- _____ Contractor to start work by opening trench, installing conduits, and upgrading the meter panel, as necessary.
- _____ Schedule a 2nd inspection with City Building Inspector to review trench, proximity of footing, conduits, and anything that is deemed necessary by the Building Inspector. This should be performed prior to closing the trench (contractor).
- _____ Schedule a SCE "release inspection" with SCE inspector Enrique Cortez (714) 895-0448 to inspect trench, conduit material, pull rope, and all other designated SCE items. This inspection shall be completed prior to closing the trench. (contractor)
- _____ Schedule a "rough service release inspection" with City Building Inspector to inspect installed meter panel and grounding. This inspection shall be scheduled after the trench is backfilled and repaved. (contractor)
- _____ SCE will contact contractor to schedule a cut-over once 90 percent of the district has received City and SCE "release". The contractor will need to meet with the SCE crew at the project site. (contractor)
- _____ Schedule a final inspection with City Building Inspector once all work is completed (contractor).

