Please provide the requested project information by email to HHPower@sfwater.org. Please contact us with any questions about this checklist.

**General Information:**
- Address
- Contact Information
- Billing Information
- Department (if applicable)
- Project Description
- Existing meter numbers (if applicable)

**Site Plan and Land Use**

*All plans should be high-resolution and should include north arrows, graphic scales, and relevant site context.*
- Plan(s) showing the existing site conditions and full extent of new development
- For each building, the number and average square footage of residential units, commercial square footage, parking garage square footage, common area square footage etc.

**Schedule / Phasing Plan**
- Project schedule, including when construction will begin and expected date(s) of occupancy
- If the project will be developed in multiple phases, a phasing plan and schedule that identifies the land uses, expected electrical loads, and project schedule for each phase

**Electrical System Diagrams** (if available at this stage of the project)
- A plan indicating general routing of electric distribution cables and proposed locations of key facilities such as electric metering, switchgear, and transformers. Plan drawing to include proposed route for electrical service (from meter to property line).
- Electrical single line diagrams
- Electrical elevation drawing of metering/switchgear
Electrical Load Information

- Utility/Electrical Work Description
- Requested service voltage (for each service)
- An estimate of the project’s electric load, max demand, monthly energy, peak day usage in winter and summer, and annual energy consumption for each building, block, and project phase-
- Connected Load breakdown
- For non-residential projects, a description of the electrical load including information such as the use of the space, expected operating hours, and any seasonal variation in electrical demand
- An indication of whether the project includes electric heating, cooling, and/or cooking appliances
- System size, and location of any on-site renewable generation
- Type, number, and location of electric vehicle charging stations
- Type of Service (Overhead or Underground)
- For pumping plants and industrial facilities, starting KVA and power factor of the largest motor or group of motors (if applicable)