

Service Panel Upgrade Procedures

All panel upgrades require separate permits.

Example: Solar permits must show the service panel upgrade on the plans, but a separate permit is still required for the panel.

Only Electrical C-10 licensed contractors may obtain panel upgrade permits.

The following documents must be filled out to apply for a service panel upgrade permit. For electronic submittals, please submit a pdf version of the documents below to building_submittals@cityofmeniffee.us.

- [Building Permit Application](#) (Include bus bar rating, old and new main breaker amps in description of work)
- [Licensed Declaration](#)
- Authorization Letter

Once the permit and job card are obtained from Building and Safety, contact Southern California Edison (SCE) at 951-928-8290 and schedule a same day disconnect/reconnect. The SCE same day disconnect/reconnect confirmation will need to be shown to an inspector on the day of the inspection.

Working on a hot service panel as well as removing SCE's tag and meter ring is a violation of the law.

After the disconnect/reconnect date has been set with SCE, please set up an inspection request with the City of Meniffee Building & Safety Division. All inspection requests must be made online by 2 p.m. through our [online portal](#). To view time frames for inspections, please visit our website to view the time frames the [day of your inspection](#).

What to expect the day of your inspection

On the day of your inspection, SCE will disconnect the power in the morning. A City of Meniffee inspector will arrive to conduct an inspection sometime in the afternoon. SCE will re-connect power to the house provided the panel passes the inspection.

The new panel must be installed per the up-to-date California Electric Code (CEC). Changes in location must be approved by the utility company and working clearances shall be provided. Utility regulations prohibit users, including Owner/Builders, Electrical Contractors, Maintenance Workers, or any other person from accessing the utility side of the service. This includes removal and reset of the meter and panel replacement without an SCE provided disconnect.

Unauthorized Service changes, modifications, or access into the utility side of the service constitutes an electrical hazard and is subject to an immediate hazard disconnecting order. If, during any inspections, the electrical service is found to have the potential to pose a hazard, the utility company will be immediately notified. This will prompt a notification from the utility, advising of the removal and disconnection of the electrical service within 24 hours. Additional inspections, inspection fees and verification of the hazard removal is then required.

In the case of an emergency or hazardous condition, the City of Meniffee and the utility company must be notified immediately. A permit must be obtained the following day with the city.

City of Meniffee Building & Safety Department | 29844 Haun Rd., Meniffee, CA 92586 (951)672-6777

www.cityofmeniffee.us

