

Builder Services Document Requirements



SDG&E's Builder Services online application offers document upload capability for registered users. When applying for electric and/or gas service, be prepared with necessary documentation to upload at the end of the application. Providing this information at the time of application will expedite the process.

Whether applying for new service or changes to existing service, all applications should include documentation:

Electric Load Breakdown	Itemized list of existing & projected electric loads & mechanical gear on site.
Electric Plans	Panel schedule and single line layout of electric loads. Includes site layout with electric meter location.
Gas Load Breakdown	Itemized list of existing & projected gas loads & mechanical gear on site.
Gas Plans	Gas schedule and single line layout of gas loads. Includes site layout with gas meter location.
Grading Plans	Topographical map that shows the elevation changes of the property.
Plumbing Plans	Maps showing the locations of existing underground wet utilities.
Site/Plot Plans	Drawings used by architects or engineers which show existing and proposed site lay-out.

Upload other documents that may be helpful to your planner and necessary to move the project forward.

Depending on what type of project you are doing, your planner may need further documentation when processing your application. If applicable, include the documents listed below. **See Page 2 for documentation needed for different project types.*

Assessor Parcel Map	Map showing city approved property lines including easements & right-of-way.
Floor Plans	Site layout for multiple floored structures required when meter rooms are on individual floors and/or parking structures.
Other Planning Documents	Any other planning document that is not referenced in the list.

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Specific project types require more documentation.

See the chart below for more information on what to include with your commercial, residential, or subdivision project.

X - Required

*** - If Applicable**

		Commercial	Residential	Subdivision
Building Section: Multi-Story	Section drawings are a specific type of drawing architects use to illustrate a building or portion of a building. A section is drawn from a vertical plan slicing through a building.	X	*	*
Elevation Plans	An elevation drawing is an orthographic projection drawing that shows one side of the house.	X	X	X
Grant Deed	A grant deed is a legal document used to transfer ownership of real property. It is an official record that indicates a title has not already been granted to another person.	X	X	*
Landscape Plans	The landscaping proposed lay-out with hardscape plants, irrigation and drainage, and bio-retention.	X	*	*
Street Improvement Plans	Changes to franchise and city infrastructure. Showing existing water, sewer, Telco, Cable TV, and SDG&E facilities. Also show new streetlight, traffic control, irrigation pedestals, and sewer/water.	X	*	X
Subdivision Map	Map of the subdivision.	X	*	X

How to upload documents

- Login/Register for the Builder Services Portal (BSP) - granting you seamless access to the BSP features.
- Submit applications while logged in - allowing access to upload project documents.
- Be prepared with necessary documents and upload them at the end of your application.
- Upload requested documents for a project through your BSP dashboard to eliminate potential delays.



For more information visit
sdge.com/builder-services