



Below is a checklist of important construction requirements, as well as the most common causes of project delays. For a comprehensive list of all construction requirements, please visit <https://www.pse.com/construction-services>. All of the following must be completed before the construction crew can begin work.

Phase 1: Scoping

*Consult PSE Project Manager for details

- Conduit or Direct Bury Determination
- Trench path and requirements
- Meter base location and requirements
- Permitting requirements

Phase 2: Site Preparation

*Please refer to approved design provided by PSE if applicable and the Electric Service Handbook at <https://www.pse.com/construction-services/guides-handbooks>

General Requirements:

- Front property line and lot corners are surveyed and staked
- Job site must have drivable access (paved or rocked drive path per PSE specifications) and/or be cleared of objects that obstruct access.
- Site at final grade or acceptable subgrade in the area of construction with final grade marked.
- Clear vegetation from path.
- PSE clearances met – See Chapter 3 for overhead and Chapter 2 for underground of the [Electric Service Handbook](#) for underground.

Meter Base Requirements:

Chapter 5 and 7 of the [Electric Service Handbook](#)

- Meter base installed on the front third of the building in reference to the drivable access.
- Meter base is **not** located in a fenced or walled in area, or an area that is subject to being fenced or walled in (e.g. patios, decks, porches, breezeways, backyards, and carports).
- Center of meter base between 4 and 6 feet above finished grade (5 feet is preferred).
- Meter base riser or weather head installed in correct position and with two straps secured to structure or guyed.
- Meter base location must meet PSE’s clearance requirements.
- Labor & Industries permit documentation and approved/signed sticker visible, legible and/or posted on meter base.

Trench Requirements:

Chapter 2 and 4 of the [Electric Service Handbook](#)

- All trench excavation, conduit installation and backfill related to installing your underground electric cable is your responsibility and must meet PSE design and jurisdictional requirements.

Direct Buried Cable

- Proper bedding and shading material must be within hand-shoveling distance to the work pit. Must be sand that is washed, clean, and free of debris or rocks larger than ¼”
- Required bedding installed
- Trench clean (e.g. – free of water, construction debris/garbage, and/or sloughed spoils)

Trench Requirements (continued):

Cable in Conduit

- All conduit must be electrical grade, Schedule 40 (or Sch.80 due to poor soil conditions), gray in color, and sized per PSE design.
- Conduit end-bells must be installed on both ends of all conduit runs, this provides a smooth, rounded pulling-surface, preventing damage to cable jacket or insulation.
- Service conduit shall be 3" and contain no more than a total of 180 ° in bends and none less than 24 inches in radius.

Primary conduit shall be 2" and contain no more than a total of 180 ° in bends and none less than 36 inches in radius.

- 3/8 - inch poly pull rope is required for services that are 60 feet or more and for all primary line extensions.
- Conduit shall be stopped 4 feet from utility poles and 2 feet from transformer vaults as identified by Project Manager.

Work Pit Requirements:

Chapter 2 and 4 of the [Electric Service Handbook](#)

- If trenching to a utility pole, the face of the utility pole must be exposed from grade level to bottom of the work pit.
- Work pit dimensions - 48"x48"x28" at service panel or stub out/48"x48"x36" at utility pole, vault, or handhole (per PSE design)
- Work pit(s) clean (e.g. – free of water, construction debris, and/or sloughed spoils)

Once your project has met all the criteria below for construction readiness, notify your Project Manager or PSE representative for a readiness inspection.

*Work pits are not require to be open for this inspection or to receive a schedule date.

Phase 3: Scheduling

When the Project Manager has inspected and approved the site preparation, you will receive your construction schedule date. If there are outstanding items on the checklist that need to be address from the inspection, those tasks will need to be completed prior to receiving a schedule date for construction.

Phase 4: Pre-Construction

- Work pits must be exposed 5 days prior to your schedule date.
- ¾ yards of clean, washed sand is at each work pit 5 days prior to your schedule date.
- Gravel for vault placement placed in applicable work pit 5 days prior to your schedule date.
- For underground primary line extensions, the customer must ensure someone is on-site to backfill work pits the day of construction. Exception: Primary cut-in's
- PSE's service provider Potelco will visit the site 5 days prior to scheduled installation.
 - Mark for locates (with white paint), if needed.
 - Ensure you job site is ready for installation.
 - Notify other customer of outages, if needed.

- Customer received pamphlet _____