



# HMC Process Roadmap

## Pre-Design Phase

1. **Customer** provides sufficient notice of intent to build and schedules a Pre-design Meeting (602-236-0808).
2. **Customer** provides required items as per the *Residential Checklist and Request for Design*. Items include, but not limited to, the following:
  - Final Plat (3 copies)
  - Electrical plans (required for Multi-family)
  - Approved street light plans (if applicable)
  - Commercial service locations: landscape controllers, security gates, etc.
  - Construction schedule & phasing exhibits
  - Civil plans: water, sewer, paving, grading/drainage, on-site and off-site (1 hard copy and 1 electronic copy)
  - Product Info: square footages, footprint, setbacks, and service entrance ampacity rating specific to each lot (e.g., 200 amp or 400 amp panel)
  - Preferred service entrance locations
3. **SRP Design** conducts a Pre-design Meeting with **Customer**, customer's key decision makers and project participants. The purpose of this meeting is to establish the scope of the project, verify all checklist items have been delivered and ensure all parties understand the project process.
4. **Customer** delivers any outstanding required items, including approved street light plans (if applicable).
5. **SRP Design** determines customer fee(s) and develops contracts.
6. **Customer** signs all necessary agreements and contracts. **Customer** delivers original signed contracts and fees to an official SRP Business office location or mails to SRP Customer Accounting PAB169, P.O. Box 60370, Phoenix, AZ 85082-0370. **HMC** will not accept fee payments.

## Design Phase

7. **SRP Design** delivers preliminary design drawing to customer for review and/or correction. **Customer** confirms job scope by signing acceptance stamp on these drawings.
8. **SRP Design** produces customer construction yellow prints & delivers to customer for approval.
9. **Customer** approves yellow prints by signing acceptance stamp on the drawings.
10. **SRP Design** issues approved yellow prints to SRP Inspection department.

## Customer Construction Phase

11. **Customer** initiates this phase by calling SRP Inspections to schedule a pre-construction meeting.
12. **Customer** provides property corners and grade stakes.
13. **Customer** provides the trench and conduit installation. **Customer** schedules inspection (602-236-0829).
14. **SRP Inspectors** inspect trench and conduit installation to verify compliance to SRP specifications.
15. **Customer** provides SRP-requested easements, approved street light plans, LOA, signed DD Contracts before final inspection is scheduled.
16. **Customer** provides soil compaction results and prepares facilities for mandrel testing and final inspection.
17. **Customer** schedules final inspection, and **SRP Inspectors** perform inspections.

## SRP Construction Phase

18. **SRP** schedules its construction crews to pull conductor in customer-supplied conduit.
19. **Customer** secures electrical clearance for service panels from municipal authority having jurisdiction.
20. **Customer** establishes service billing account and submits service requests to Residential Customer Services (602-236-8888) for each lot or unit so that meter installations can be scheduled.
21. **SRP** inspects meter panels for compliance. Shop drawings are required for multi-family panel inspections.
22. **SRP** sets meters and energizes service laterals.