Ticket Number:  
Project Leader:  

Work Order Number:  
Design Consultant:  

Work Order Name:  

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**Project Initiation**

☐ (1) Please call (602) 236-0777 for general questions, cost estimates, or to initiate a project

- SRP’s Construction Contact Center is open Monday through Friday, 7 a.m. to 5 p.m.
- Receive a Ticket Number from the representative
- Someone from SRP Customer Design will contact you within three business days

**Pre-Design Phase**

☐ (2) To begin the process, please provide SRP’s Project Leader with the initial information:

- Site plan (for residential subdivisions, a preliminary plat)
- Completed SRP Plan Review Request form
- Checklist and Request for Design form
- Electrical One-Line if available

☐ (3) Submit initial set of project plans to SRP’s Project Leader if requested

☐ (4) SRP will schedule a Project Scoping Meeting to cover the following:

- Meet the SRP team
- SRP will review any discovered potential site conflicts
- Discuss Customer’s initial plans, electric equipment locations, and electrical needs
- Review and finish the Checklist and Request for Design form

☐ (5) Provide 2nd City Submital or Final plans to begin project start-up

- Commercial Projects require CAD/Civil Base File
- Residential Subdivisions require Final Plat
- SRP will develop and provide a timeline based on customer input from Scoping Meeting

☐ (6) Return completed Owner’s Notification(s) to the SRP Design Consultant or Project Leader

**Design Phase**

☐ (7) Receive and review Redline prints, provide approval (Redlines are valid for 30 days, review timeline for approval target date)

- If changes are requested, SRP’s Design Consultant will provide a revised Redline that will need approval
- Please be specific with revision requests; third revision will be considered a Change Order; change order fees will apply

☐ (8) Receive and review SRP Survey information

- SRP Survey will provide control point locations and additional information related to survey
- For subdivisions only, survey will be completed by Customer and exhibits will be provided to SRP. (Survey steps 8 and 14 apply to third party easements for subdivisions.)

☐ (9) Receive and review contract, submit executed contract and payment

- Customer may request dividing the invoice into two payments (25% / 75%) (Subdivisions and Apartment complexes only)
- 25% payment covers design fees and is non-refundable after Customer Construction Prints are issued
- 75% payment is required 60 days prior to energization
- Contracts are valid for 30 days. Costs may fluctuate if the contract expires and is re-issued.

☐ (10) Submit shop drawings for review and approval (shopdraw@srpnet.com)

- Only applies to 400 Amp SES or above and other non pre-approved panels
☐ (11) Notify SRP’s Design Consultant when survey control points are set
  • SRP Survey will tie down facilities on site
  • For subdivisions only, submit all prepared exhibits to Project Leader or Design Consultant. (Survey steps 8 and 14 apply to third party easements for subdivisions.)

☐ (12) Receive and review Customer Construction Prints
  • The following should be completed prior to SRP issuing the Customer Construction Prints
    ▪ SRP has received approval of Redline prints
    ▪ SRP has received payment and executed contract
    ▪ SRP has verified Control Points set in field (Exception: Customer Provided Survey)

Customer Construction Phase

☐ (13) Contact SRP’s Inspection Group to request Pre-Construction Meeting
  • SRP’s Construction Consultant, Design Consultant, Inspector and Survey division (if required) will attend the Pre-Construction Meeting to review the scope of work
  • Please arrange for your trenching contractor and electrical representatives to attend the meeting. Meetings without the correct Customer contractors available may be cancelled and re-scheduled at SRP discretion.

☐ (14) Receive and review easement documents, return executed documents to SRP’s Design Consultant (“Wet” signatures required)

☐ (15) Submit service request(s) to the Construction Contact Center (602-236-0777)
  • A service request for each meter needs to be submitted prior to SES inspections

☐ (16) Contact SRP’s Construction Consultant for construction related questions, Contact SRP’s Inspections group to request inspections

☐ (17) Receive 75% contract (if applicable), execute contract and return payment
  • SRP Design Consultant will send this after 60% inspections are completed

☐ (18) SRP construction is scheduled once the following are completed:
  • 100% inspections are completed
  • Electrical Clearance from Authority having Jurisdiction is obtained
  • Letter of Authorization for lighting from Authority having Jurisdiction is received
  • Easements are executed
  • All payments and signed contracts are received

Jobs may be reviewed for cancellation for the following (as specified in the contract):

1. Contract must be executed and invoice must be paid within 30 days of issuance. (Step 9)
2. Customer must schedule a Pre-Construction Meeting within 120 days after SRP provides the Customer Construction Prints. (Step 12-13)
3. Customer must begin construction within 180 days after SRP provides the Customer Construction Prints. (Step 12)

Distribution Construction Standards and Electric Service Specifications are available at:

Visit SRP’s Customer Construction Services website for additional info: