Liberty
New Service Application
Plan Check Process

3/17/2022

Dear Valued Customer,

Liberty is committed to providing safe, reliable and economic electrical energy to our customers in the Northern California Region. For this reason, we are looking to improve the quality, care, and efficiency with which we review and process New Service Applications.

Step 1 Application.

Our updated application is administered thru PowerClerk and located on our website at the following location: (you can create an account for free).

https://libertycanewconstruction.powerclerk.com/MvcAccount/Login

In order to better serve our customers, please submit complete applications to the engineering department. Please indicate power requested date. Other required documents such as construction plans are also required for an application to be considered complete, see complete list and link below:

https://california.libertyutilities.com/truckee/residential/contact/construction-service.html#navbar-hp-menu-el-res

- Site Plan (must be to scale)
- Elevations
- Floor Plan
- Roof Plan
- Deed
- Completed New Construction Service Application (with either Tax ID or Social Security number)
- County-Assigned Address of new service location
- Letter of Representation by owner if you are not the property owner

Step 2. Plan Check

Once a completed application is provided, the engineering department will begin the plan check process. Please review construction **Service** section in standards when proposing service panel locations see link. https://california.libertyutilities.com/uploads/Substructures%20-%20Section%207.pdf

Also see link below that references Liberty's **substructure**, **service** and **metering** requirements for customer installation.

https://california.libertyutilities.com/truckee/residential/contact/construction-service.html#navbar-hp-menu-el-res

If revisions to the plans are necessary, Liberty will provide a plan check mark-up indicating correct panel location and other infrastructure needs required to be installed by the customer or their contractor. The customer will be required to update their plans to show the comments provided by Liberty.

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Step 3. Plan Approval

Once revised plans are provided, Liberty will provide the approval stamp for coordination with local agencies.

This process has been updated to improve the quality, care, and safety of Liberty's customers and our staff. The goal is to include utility's requirements on the record set of drawings. This process is similar to the requirement at other local permitting agencies. The updated process will reduce field changes and increase the coordination between civil contractors, electricians, and utility staff for improved safety and reliability. Our goal is to provide all customers with quality and care up front in design to complete the construction process as planned.

Please call South Lake Tahoe Office at **(530) 543-5281** or the North Lake Tahoe Office (Tahoe Vista) at **(530) 546-1755** if you experience issues with Power Clerk.