



PROCEDURE FOR ELECTRIC SERVICE
CHANGE
(non-emergency)

 REDDING
CALIFORNIA
City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4014
FAX: (530) 225-4360

Listed below is information to help you through the Electric Service Change process.

1. First obtain a building permit application and an Electric Load Form from the Permit Center on the first floor of City Hall.
2. Take the Electric Load Form to the Electric Department on the second floor of City Hall. The form will be approved by an Electric Distribution Planner after they make an inspection of the location you wish to place your electric panel. The form should be approved by the next working day. The Electric Distribution Planner will give the form back to the Permit Center.
3. Once the Electric Load Form has been approved, return to the Permit Center to apply and receive the electrical permit. If you prefer, you may call the Permit Center at (225-4020) to inquire if the form is ready.
4. To safely change out your service panel, you need to have the electrical service disconnected. Call the Electric Dispatcher at 245-7001 at least 24 hours before you need the service disconnected.
5. Schedule the electrical inspection with the Building Division to coordinate with the completion of the work. To schedule an electrical inspection, please call (225-4017) prior to 6:00 a.m. for an inspection for the same day. Calls received after 6:00 a.m. will be scheduled the next business day.
6. When the inspection is approved, the Building Inspector will contact the Electric Department to have them reconnect the power. They do their best to reconnect the power on the same day that it is approved.
7. For any questions regarding this process, please contact the Permit Center at 225-4020, or come in and see us.