



**City of Moreno Valley  
Procedure for  
Submittal of Electrical Plans for Plan Check**

- 1) Electrical plan check fees are calculated by Land Development. Enco will provide all quantities to Land Development via Email to (Land Development Staff) so that fees may be calculated. Land Development will enter the quantities into the project database final calculation and for collection when plans are submitted. The fee calculation will be provided to Enco (Pat Keller with a cc to Bob de Korne') via Email. Enco will Email the fee amounts and Line Extension Agreements to the developer. For special cases such as negotiated MOU's, Enco will communicate the negotiated amount to Land development.
  
- 2) **\*Developer Submit to the Land Development Division:**
  - a) One (1) copy of the approved tentative map or approved Plot Plan
  - b) The plan-check fee
  - c) Two executed copies of the Line Extension Agreement with original signatures
  - d) Four (4) copies of electrical design sheets
  - e) Four (4) copies of the off site electrical backbone design

**\* Electronic files submitted directly to Enco for plan check or revisions do not constitute a formal submittal of electrical plans for plan check. In addition to electronic submittals, first submittals must be made as described above along with required fees.**
  
- 3) Land development will collect the plan check and inspection fees and Log the plans in for plan check. All Plan Check fees must be paid at the time of submitting plans for plan check. Inspection fees may be deferred to the time of permit issuance but must be paid before the pre-construction meeting with the Developer's trenching or electrical distribution contractor. Enquiries about the plan check or inspection fees should be made to the Land Development Senior Engineer. He will coordinate such questions with Enco.
  
- 4) Two sets of the plans will be routed to Enco for electrical plan check and a copy will be routed to the Land Development Plan check engineer and one copy to planning for information to help coordinate with other plans in process such as Streets, Rough and Precise grading. Planning will have an interest in setbacks and screening of enclosures for cabinets as well as landscaping around above ground facilities. Plans will not be approved until all comments have been addressed.
  
- 5) Enco will perform plan check on the plans and return one set of red lined plans to the electrical engineer for correction as necessary within two working days.
  
- 6) Any comments that Land Development, Planning or any other division may have will be transmitted to Enco by the Division having the comment and Enco will forward requirements to the Electrical design engineer for correction before Mylars are produced
  
- 7) All Electrical Plans shall adhere to Engineering drafting standards. Text shall be no smaller than 1/10<sup>th</sup> of an inch and shall be legible on a reproduction of the approved Final Mylar. The first sheet or cover sheet shall have a location map of the project. All Plan sheets shall be

24 x 36 inches and have a heavy black border one inch from the edge of the Mylar on all sides.

- 8) Only the first submittal will be submitted to Land Development. Second and subsequent submittals will be returned directly to Enco along with the red lined plans received with comments. When Enco is satisfied that the plans are ready for approval, they will request mylars.
- 9) The Developer's Engineer of Record shall sign and seal the final Mylar with permanent ink that will not smear or smudge. The Engineer of record must be a registered Electrical Engineer.
- 10) The mylars will be signed by the Enco plan check engineer then submitted to Land Development for logging of approval and transmittal to the City Engineer for final approval.
- 11) The signed Mylars will then be returned to Land development for Filing. Enco and the Developer's design engineer will be notified by Land Development that the plans are approved and that the latter may have a bonded blueprint company pick up the approved mylars and have duplicate mylars made for his records.
- 12) The Blueprint company will make six sets of black lines for the City and return the Mylars with hanging tabs to Land development for filing along with the four sets of prints. The Mylars will be logged and hung in the Electrical Plan File. The print sets will be distributed as follows:
  - a) One set to project file.
  - b) Four sets to the Enco Inspector.
  - c) One set to the Land Development Inspector.
- 13) Prior to issuance of an encroachment permit, the Developer must have bonded for the electrical system along with all other public improvements and provided easements on private property satisfactory to the utility. Bonds, agreements and easement documents are prepared by the Land development Division and forwarded to the Developer for execution. Bonds and agreements must go to City council for acceptance.
- 14) The Developer will then obtain an encroachment permit for construction of Line extension or any backbone electrical system that is outside of the tract boundary for which he may already have an encroachment permit. All inspection fees must be paid prior to issuance of an encroachment permit. If no backbone electrical is involved, the developer may commence construction of electrical facilities inside of a tract for which he **already has** an encroachment permit as long as inspection fees for the electrical have been paid and bonds are in place.