



Development Services Department
Building Inspection Division
311 Vernon Street
Roseville, California 95678-2649
(916)774-5332 * Fax(916)774-5394

Residential Electric Service Upgrade/Panel Replacement Procedure

1. Prior to applying for your Building Permit you will need to contact the Roseville Electric New Service Division at NewServicesENG@roseville.ca.gov or (916)797-6937 and supply the following information:

- Name and Contact Information
- Address
- Existing Panel Size
- Proposed Panel Size
- Underground or Overhead

Once the information is received, please allow three working days for completion of approval form.

2. After Roseville Electric approves the electric panel location / service, they will send the location and approval to the Building Inspection Division. Then you can obtain an electric permit from the Building Inspection Division, located at the Civic Center, 311 Vernon Street. A service downgrade will require you to fill out an electrical load calculations form from the Building Inspection Division.
3. Once building permit has been issued and the panel replacement construction is to begin contact Roseville Electric Dispatch to schedule the Disconnect/Reconnect three working days prior to construction at (916)774-5620. Follow the instructions below to schedule the building permit inspection the same day.
4. If your service change will be done Monday thru Friday please schedule your inspection at [Roseville Inspection Scheduler](#) prior to 11:30 pm the day before you start. Be aware that scheduling requests received before Friday at 11:30pm will be scheduled for a Monday inspection. The morning of your service change call (916) 774-5332 between 7:30AM and 8:00AM and ask to speak to your inspector. We will make arrangements to come out in the afternoon to perform the inspection and issue you a green tag. Roseville Electric will require this green tag prior to setting your meter.

If a weekend service change is being planned please call the Building Inspection Division during normal business hours 8:00am-4:30pm, Monday thru Friday for further information at (916) 774-5332.