

Southern California Edison Building Portal How To

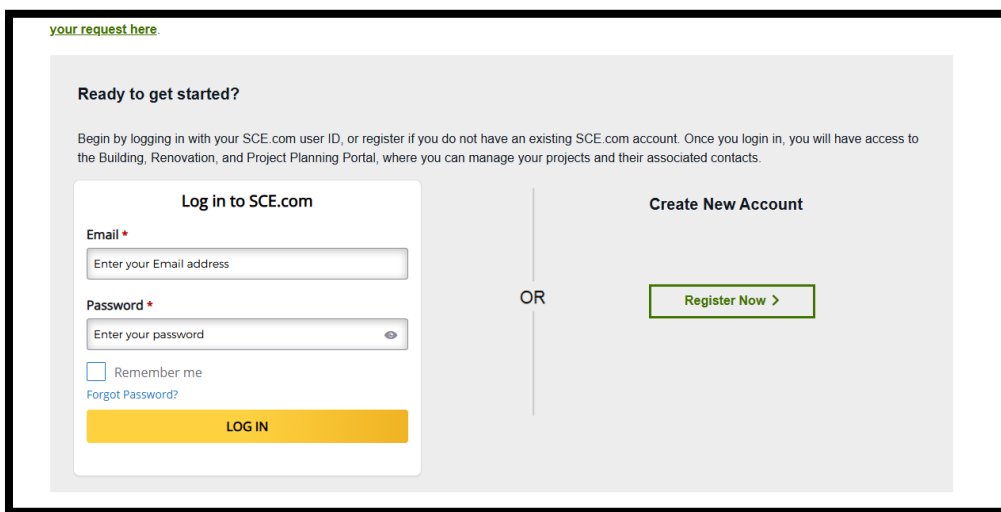
Spot Meter Inspection Guide

Charge Ready Home Program

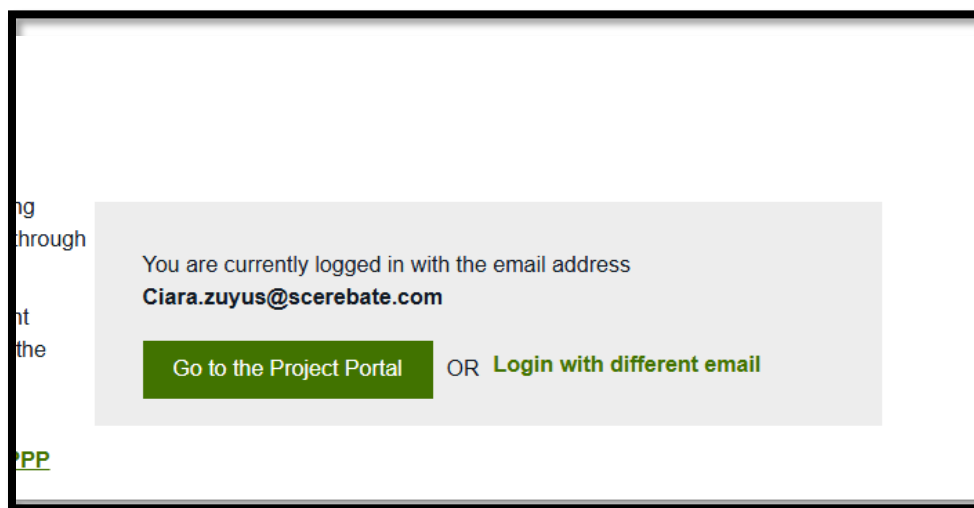
While you are waiting for access to your Charge Ready Home Portal, please visit <https://www.sce.com/projectportal> to begin your Spot Meter Inspection.

This inspection must be completed before any electrical panel upgrades or home renovations can begin.

1: Log in using your SCE.com User ID and password.

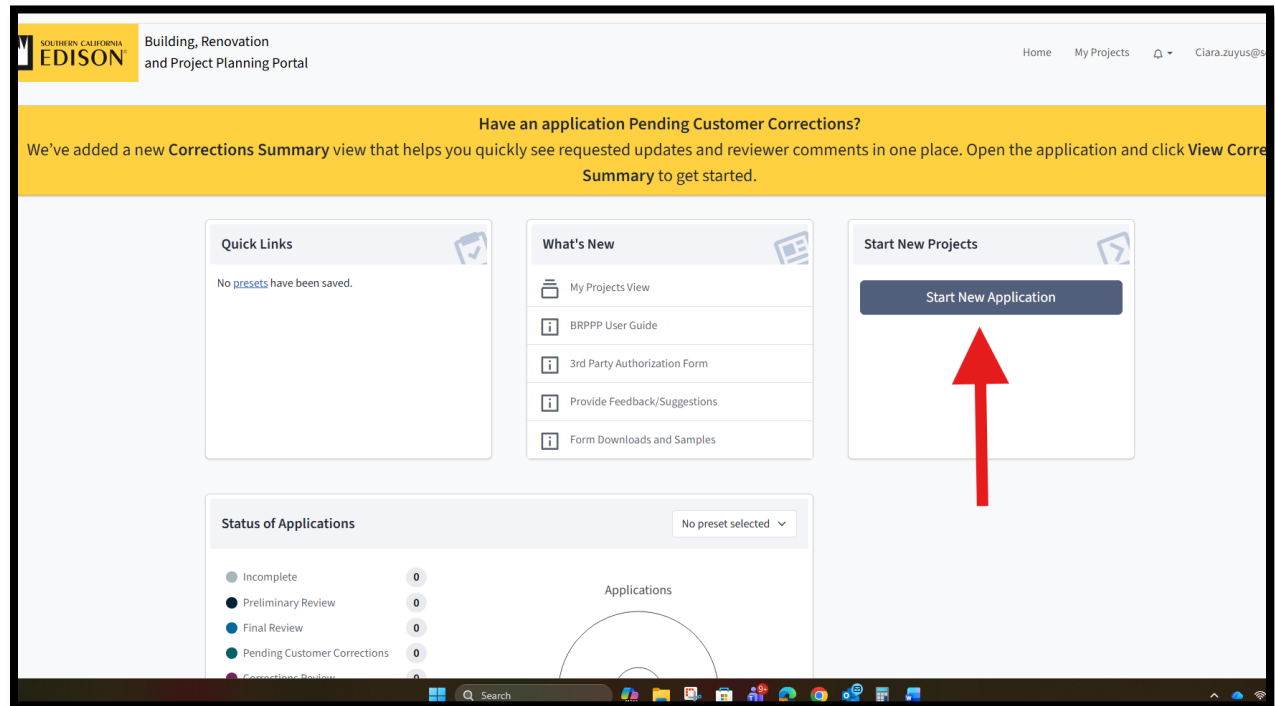


2. Select “Go to the Project Portal.”



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3. Click “Start a New Application.”



4. As an existing Southern California Edison customer, select the highlighted option for **Existing Service Connection**.

Select Project Type

▲ For emergency situations such as power outages, part light, downed power lines, etc. call 1-800-655-4555; please do not submit this form.

Please use this form to submit requests for the following project types:

- New Service for Residential, Commercial, Industrial, Electric Vehicle, and Agricultural
- Change/Upgrade of existing services (e.g., meter spot, panel upgrade, service upgrade)
- Temporary Service for construction using a Temporary Power Pole (TPP) with meter only

For requests that DO NOT involve the above project types, please call 1-800-655-4555 to make your request. You will be contacted by a Service Planner who will guide you with your project.

Examples: Relocation and/or removal of SCE Facilities, Standalone Streetlight Installations, Rule 20 Overhead to Underground Conversions, Added Facilities

Application Type

New / Existing Service Connections

For requests to install and connect a new electric service, or requests related to an existing service connection.

- Install and connect a new service
- Upgrade an existing service

Pre-Planning

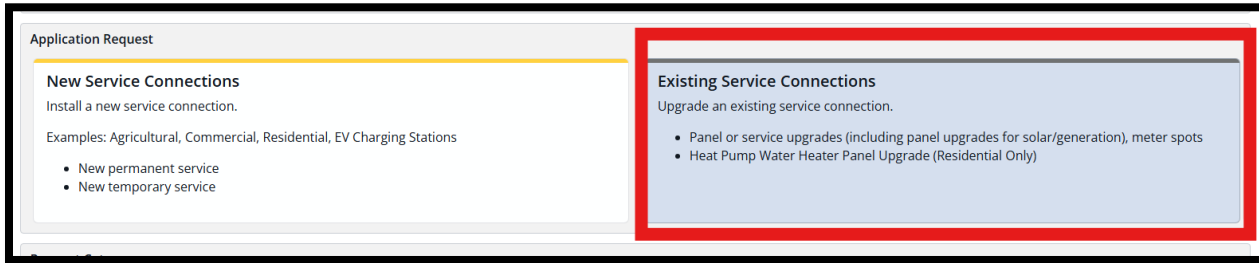
For information and feasibility checks prior to starting a project. For customers who are typically not immediately ready to request power or may have limited information on their projects but want to know the available capacity at a project site.

- Optional Capacity Study - Engineering Analysis Report (EAR)
 - For a fee, SCE engineers will provide a tailored report including power availability at your site and how long it will take to build new infrastructure if needed to help make a better decision for your business.

Submit

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5. For Application Request, choose **Existing Service Connection**.



Application Request

New Service Connections
Install a new service connection.
Examples: Agricultural, Commercial, Residential, EV Charging Stations

- New permanent service
- New temporary service

Existing Service Connections
Upgrade an existing service connection.

- Panel or service upgrades (including panel upgrades for solar/generation), meter spots
- Heat Pump Water Heater Panel Upgrade (Residential Only)

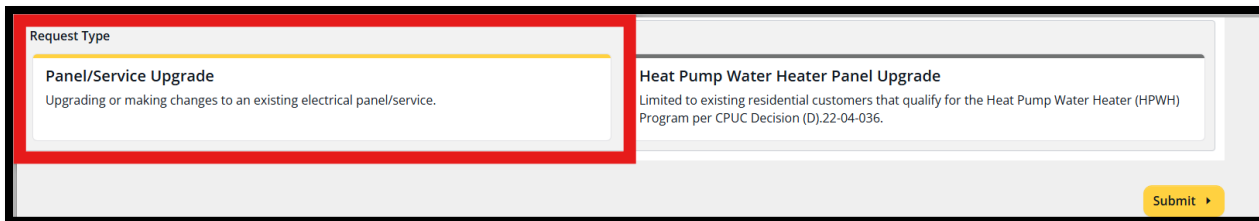
6. Select **Upgrade or Change** as the Request Category.



Request Category

Upgrade or Change

7. Choose **Panel / Service Upgrade** as the Request Type (required for the Charge Ready Home Rebate).



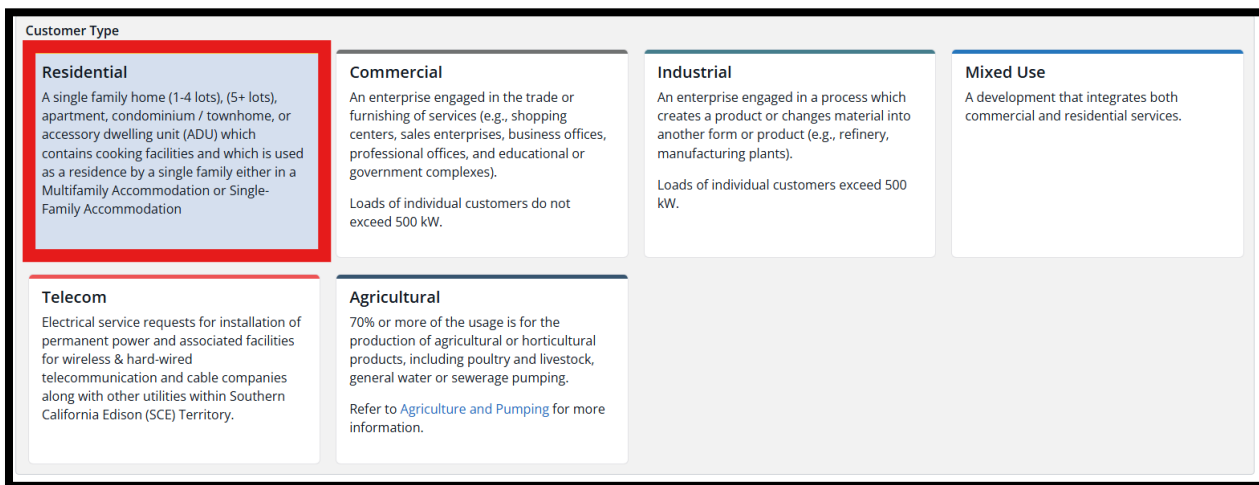
Request Type

Panel/Service Upgrade
Upgrading or making changes to an existing electrical panel/service.

Heat Pump Water Heater Panel Upgrade
Limited to existing residential customers that qualify for the Heat Pump Water Heater (HPWH) Program per CPUC Decision (D).22-04-036.

Submit ▶

8. Select **Residential** for Customer Type (program applies to single-family homes only).



Customer Type

Residential
A single family home (1-4 lots), (5+ lots), apartment, condominium / townhome, or accessory dwelling unit (ADU) which contains cooking facilities and which is used as a residence by a single family either in a Multifamily Accommodation or Single-Family Accommodation

Commercial
An enterprise engaged in the trade or furnishing of services (e.g., shopping centers, sales enterprises, business offices, professional offices, and educational or government complexes).
Loads of individual customers do not exceed 500 kW.

Industrial
An enterprise engaged in a process which creates a product or changes material into another form or product (e.g., refinery, manufacturing plants).
Loads of individual customers exceed 500 kW.

Mixed Use
A development that integrates both commercial and residential services.

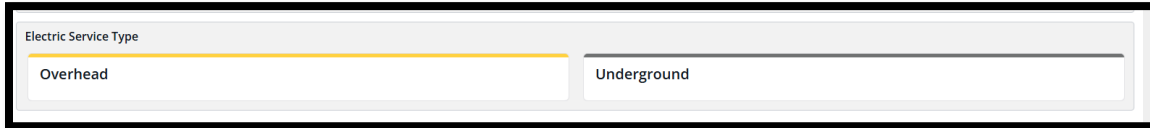
Telecom
Electrical service requests for installation of permanent power and associated facilities for wireless & hard-wired telecommunication and cable companies along with other utilities within Southern California Edison (SCE) Territory.

Agricultural
70% or more of the usage is for the production of agricultural or horticultural products, including poultry and livestock, general water or sewerage pumping.
Refer to [Agriculture and Pumping](#) for more information.

Electric Service Type

9. Identify how electricity is delivered to your home and select the appropriate option:

- **Overhead Service:** Power lines connect from a utility pole to your home (typically visible near the roof or upper wall).
- **Underground Service:** No visible overhead lines; power enters the home from below ground.

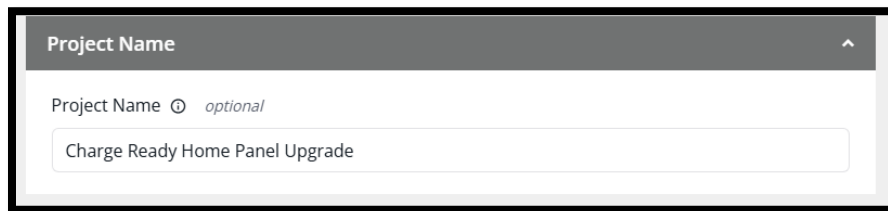


Electric Service Type

☒ Overhead ☐ Underground

Project Details

10. Name your project: **“Charge Ready Home Panel Upgrade.”**



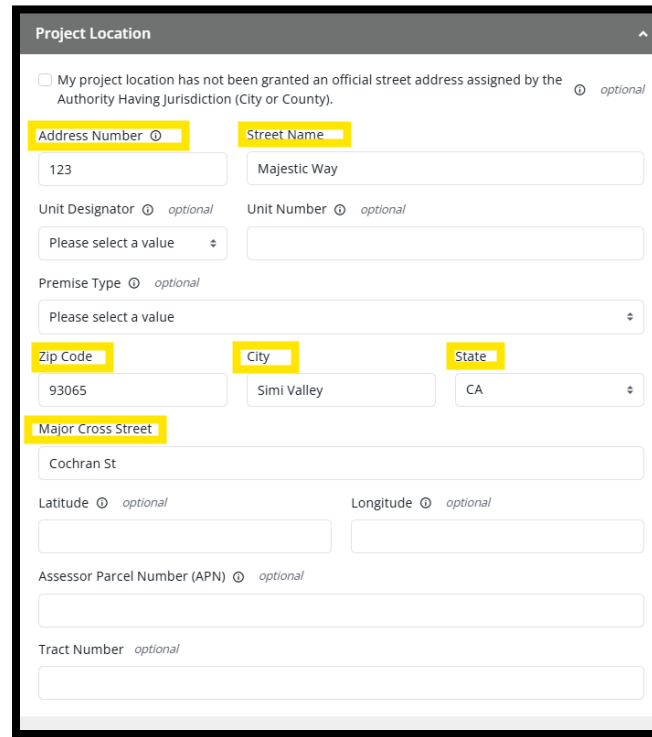
Project Name

Project Name ⓘ *optional*

Charge Ready Home Panel Upgrade

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11. Complete all highlighted fields in the **Project Location** section. Include a unit number if applicable.



Project Location

☐ My project location has not been granted an official street address assigned by the Authority Having Jurisdiction (City or County). optional

Address Number optional **Street Name** optional

123 Majestic Way

Unit Designator optional **Unit Number** optional

Please select a value

Premise Type optional

Please select a value

Zip Code optional **City** optional **State** optional

93065 Simi Valley CA

Major Cross Street optional

Cochran St

Latitude optional **Longitude** optional

Assessor Parcel Number (APN) optional

Tract Number optional

Property Access

12. Indicate property access details specific to your home. Consider:

- Pets on the property
- Gated access to the meter
- Gate codes required for entry

Select **“Yes”** if applicable and provide details. Otherwise, select the appropriate **“No”** response and continue.

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Property Access

Are there any property or meter access issues?

☐ Yes

☐ No

Please indicate if you have any access, safety concerns, or specific instructions that Southern California Edison (SCE) should be aware of regarding entry to your property, meter, electrical panel, or other equipment.

Examples include: presence of dogs on the premises, gate codes, who to call for access, or directions to the service location.

Select "Yes" to provide any special instructions related to property or equipment access. Providing detailed access information is crucial to prevent potential project delays.

Project Data

13. Complete highlighted fields with the following information, then click **Save and Continue:**

- Project Scope:**

Upgrading main panel from less than 200 amps to 200 amps or higher and installing a 240V outlet to support Level 2 EV charging

Project Data

Project Scope ⓘ

Upgrading Main Panel from less than 200amps to 200amps or higher and installing a 240v outlet

Associated Work Order Number(s) ⓘ optional

Building Permit Number ⓘ optional

Is this project being completed on or near a Caltrans Right-of-Way (ROW) ⓘ

☐ Yes

☒ No

Is this project subject to Buy America requirements implemented by the Service Transportation Assistance Act? ⓘ

☐ Yes

☒ No

☒ Panel Upgrade Self Attestation

I hereby attest that I have obtained all necessary approvals and permissions required to perform the requested work at the referenced property. This includes, but is not limited to, authorization from the property owner or their authorized representative, as well as any other required permissions from relevant entities such as property management companies, Homeowners Associations (HOA), local authorities, or utility providers.

By acknowledging above, I confirm I am authorized to perform the following actions (if applicable) on behalf of the property owner or their authorized representative:

- Initiate SCE project/design
- Obtain project invoice(s) (if applicable)
- Receive final electrical design and contracts

I further acknowledge and understand that the submission of false or misleading information, or failure to obtain proper authorization, may result in liability for non-compliance with applicable regulations. I accept full responsibility for ensuring that all required approvals are in place prior to commencing work.

Save and Continue

Contacts & Legal

14. **Submitter Section:** Complete all highlighted fields.

Submitter

Submitter Contact Autofill Option

☐ Select from User Contacts
 ☒ Enter Contact Information Manually

The Submitter Contact is the person authorized to submit the project application (either the property owner or someone authorized to submit the application on the property owner's behalf). This individual may be different from the project's Legal and/or Primary Contact.

Authorized Submission ⓘ

☐ I am the property owner
 ☐ I am authorized to submit this application on behalf of the property owner

First Name

Last Name

Company Name *optional*

Mailing Address

Zip Code

City

State

Day Phone

Ext *optional*

Mobile Phone *optional*

Email

☐ Save this contact to User Contacts ⓘ *optional*

☐ Link Contact to Application *optional*

Grants full read and write access to this project once this page is saved. The contact email must match the BRPPP user's registered login email (username).

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15. Legal Section: The legal representative should be authorized to sign contracts and assume financial responsibility. Complete all required fields.

Legal

Legal Contact Autofill Option

- ☒ Same as Submitter
- ☐ Select from User Contacts
- ☐ Enter Contact Information Manually

The Legal Contact is the individual or enterprise responsible for signing contracts, paying fees, and receiving potential refunds (Customer/Developer - Tract DBA or LLC). This individual may be different from the project's Submitter and/or Primary Contact. Legal Contact is mandatory and always linked to the application (will have read/write access). This is the only person who can view/sign contracts and invoices.

First Name
Last Name

Ciara
Zuyus

Legal Name to Appear on Contract

Ciara Zuyus

Legal Status

An Individual

Company Name

Mailing Address

123 Majestic Way

Zip Code
City
State

93065
Simi Valley
CA

Day Phone
Ext
Mobile Phone

(760) 307-8055

Email

Business Partner Number ⓘ optional

Would you like to receive contract and invoices electronically? ⓘ

- ☐ Yes
- ☐ No

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16. **Primary Contact:** Enter the main contact for scheduling and follow-up. All highlighted fields are required. Click **Save and Continue**.

Primary

Primary Contact Autofill Option

☒ Same as Submitter

☐ Same as Legal

☐ Select from User Contacts

☐ Enter Contact Information Manually

The Primary Contact is the main field, site, or job-site superintendent responsible for on-site coordination. This individual may be different from the project's Legal and/or Submitter Contact.

Relationship to Project

HOME OWNER

First Name

Clara

Last Name

Zuyus

Company Name

Mailing Address

123 Majestic Way

Zip Code

93065

City

Simi Valley

State

CA

Day Phone

(760) 307-8055

Ext

Mobile Phone

Email

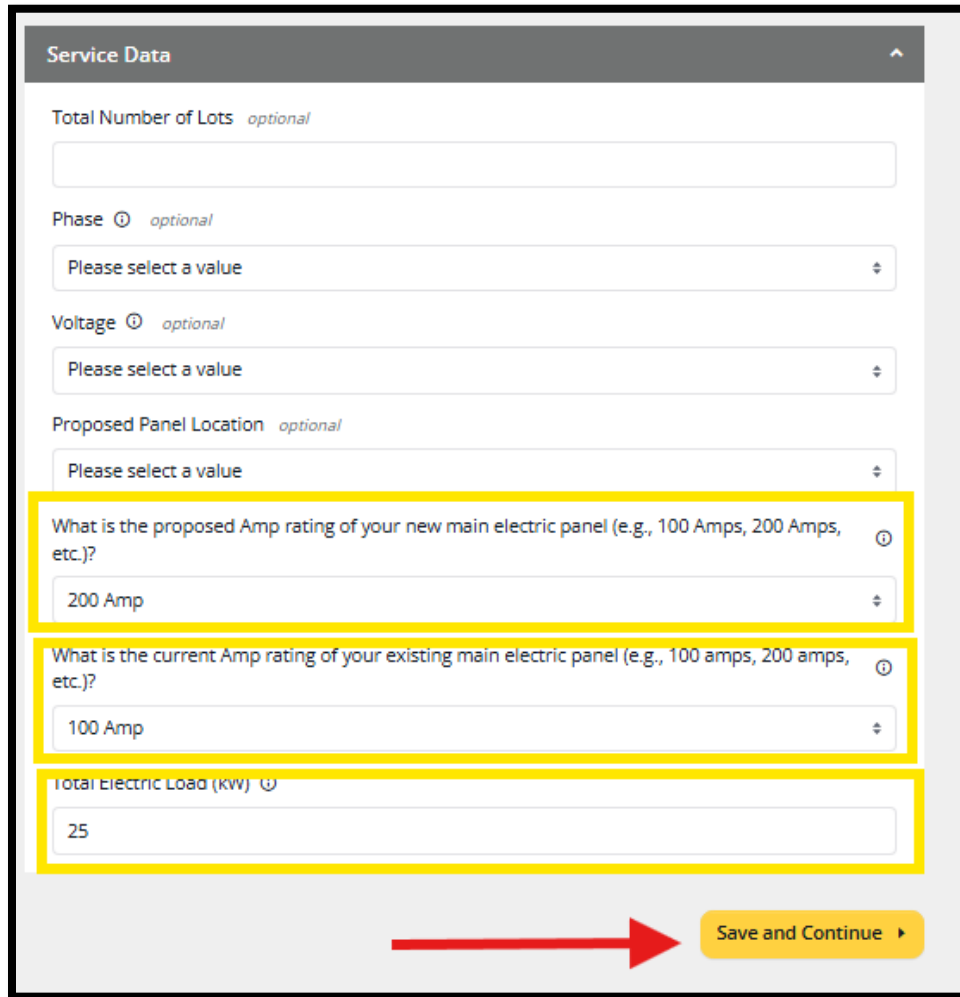
ciara.zuyus@scerebate.com

Save and Continue

Service Data

17. Enter the following and click **Save and Continue**:

- Proposed panel rating: **200 Amps**
- Existing panel rating: **100 Amps**
- Total electric load: **25 kW**



The screenshot shows the 'Service Data' form with the following fields and values:

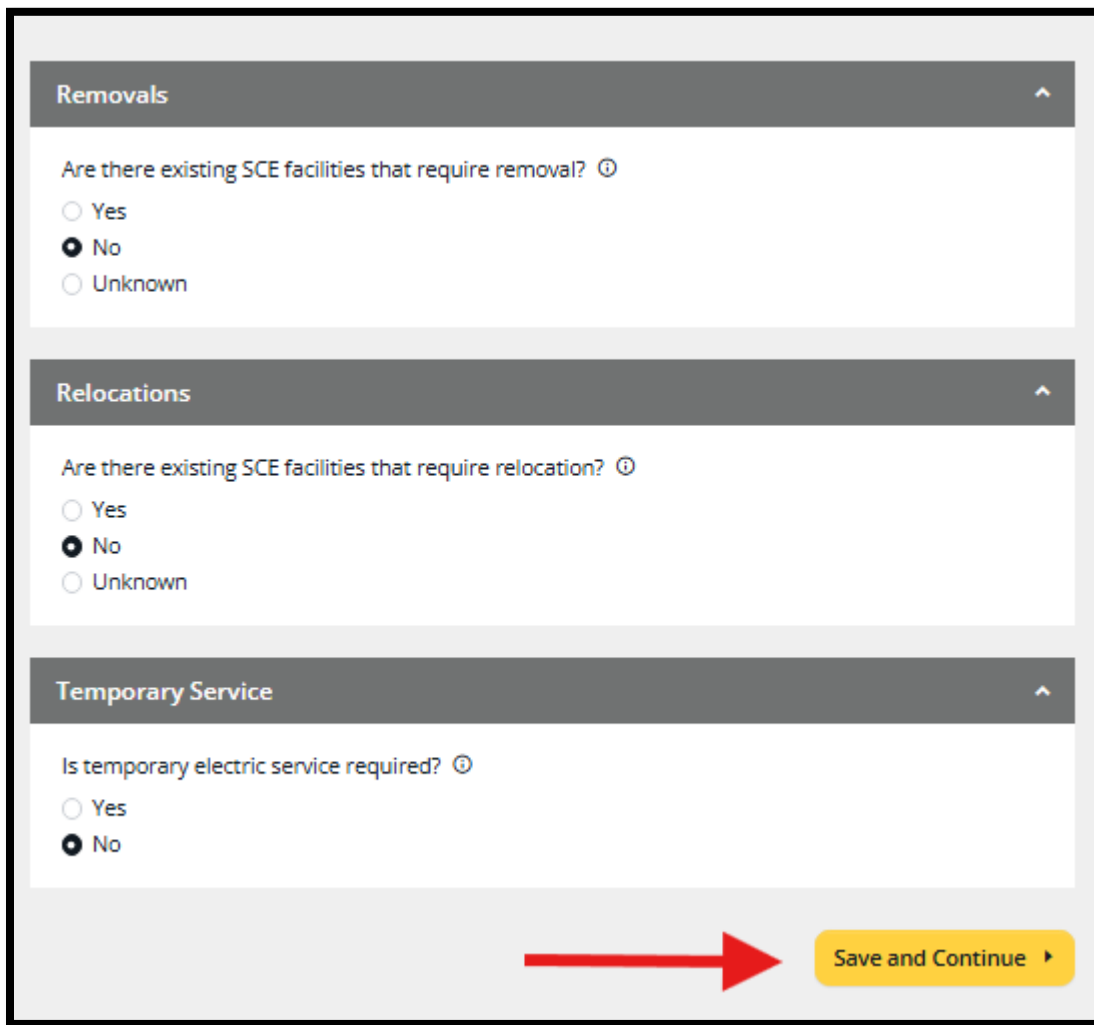
- Total Number of Lots *optional*: (empty)
- Phase ⓘ *optional*: Please select a value
- Voltage ⓘ *optional*: Please select a value
- Proposed Panel Location *optional*: Please select a value
- What is the proposed Amp rating of your new main electric panel (e.g., 100 Amps, 200 Amps, etc.)? ⓘ: 200 Amp
- What is the current Amp rating of your existing main electric panel (e.g., 100 amps, 200 amps, etc.)? ⓘ: 100 Amp
- Total Electric Load (kW) ⓘ: 25

A red arrow points to the **Save and Continue** button at the bottom right.

Property Details

18. Upload **one required document**:

- A clear photo of your **current main electrical panel**, showing its location and associated meter. Click **Save and Continue** after upload.



Removals

Are there existing SCE facilities that require removal? ⓘ

☐ Yes

☒ No

☐ Unknown

Relocations

Are there existing SCE facilities that require relocation? ⓘ

☐ Yes

☒ No

☐ Unknown

Temporary Service

Is temporary electric service required? ⓘ

☐ Yes

☒ No

Save and Continue ▶

Document Upload

19. Upload **one** required document:

- A clear photo of your **current main electrical panel**, showing its location and associated meter. Click **Save and Continue** after upload.

Document Upload

Based on the information that has been provided, some documents may be required. Required documents will be labeled as "REQUIRED" and must be uploaded before submitting the application.

During the application review process, SCE may request additional documentation depending on the project's scope. The applicant will be notified if there are any additional requirements or corrections needed for the application.

City/County Approved Site Plan (DWG Version)

Sample and DWG Upload Requirements available at BRPPP Forms. Note: Generally, a DWG file of your site plans can be supplied by your contractor or architect from the same software used to create the PDF version. You can also explore online tools to convert PDFs to DWG. Please review options carefully.


 Choose a file for upload or drag and drop one into this area

Not Uploaded

City/County Approved Site Plan (PDF Version)

- Mirror the CAD file - Include all Edison Facilities adjacent and/or on Street identified and scaled correctly
- Engineering scale if available 1:20 or 1:30
- Include the existing and/or requested new meter panel & transformer location
- Include the existing pole locations (including anchors, etc.) and requested pole location(s) if applicable
- Include property lines, house/building, and meter panel with tie downs (footages 2 ways to property line)
- Include new P/L, curb, gutter, sidewalk, horse trail, etc. if applicable
- Include all existing and proposed other utilities identified specifically, in their surveyed accurate location

Samples available at BRPPP Forms.


 Choose a file for upload or drag and drop one into this area

Not Uploaded

Final Approved Plans (Full Set)

Must include approved stamp and date from the City/County.


 Choose a file for upload or drag and drop one into this area

Not Uploaded

Switchgear Drawings


 Choose a file for upload or drag and drop one into this area

Not Uploaded

EUSERC Drawings

SCE approved EUSERC drawings can be found in section 9 of the Electrical Service Requirements (ESR) (sce.com)


 Choose a file for upload or drag and drop one into this area

Not Uploaded

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Load Schedule

Load Schedules will be provided by your electrical engineer or contractor.

[Samples](#) available at [BRPPP Forms](#).


Choose a file for upload or drag and drop one into this area

Not Uploaded

Third Party Authorization Form

A 3rd Party Authorization Form is required to submit this application on behalf of the property owner. A 3rd Party is identified as an authorized agent who is authorized to act on behalf of the applicant to perform applicable functions.

Refer to [BRPPP Forms](#) for [instructions](#), [sample](#), and to download [the form](#).


Choose a file for upload or drag and drop one into this area

Not Uploaded

Building Permit

Local and state ordinances require applicants to obtain the appropriate permits and final inspections before SCE establishes services to any building or structure.

[Samples](#) available at [BRPPP Forms](#).


Choose a file for upload or drag and drop one into this area

Not Uploaded

Assessor's Parcel Map

Assessor Parcel Maps are provided by the County's Assessor's Office. They are used to determine the location and size of each parcel of land within the County.


Choose a file for upload or drag and drop one into this area

Not Uploaded

Miscellaneous Document


Choose a file for upload or drag and drop one into this area

Not Uploaded

☐ **Add Another** *optional*

Check **Add Another** to upload an additional Miscellaneous Document. After uploading, unchecking this box hides the upload file, but does not delete the document. To fully remove it, delete the file first, then uncheck **Add Another**.

Pictures REQUIRED

Picture Requirements

Required for Panel Upgrades

- Picture of the entire wall where current panel is located
- For relocation of current panel provide a picture of proposed new panel location with measurements (please show measurements with a ruler or tape measure in the picture)
 - The nearest side wall
 - Gas meter
 - Plumbing fixtures
 - Ground level
 - Anything above the panel
 - Distance from the edge of any windows
 - Distance from the edge of any doorways (Including sliding glass doors)
- Picture of the front of the meter with the ground level in view to show if there is an unobstructed level working and

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Upload field but does not delete the document. To fully remove it, delete the file first, then uncheck Add Picture 2.

Pictures REQUIRED

Picture Requirements

Required for Panel Upgrades

- Picture of the entire wall where current panel is located
- For relocation of current panel provide a picture of proposed new panel location with measurements (please show measurements with a ruler or tape measure in the picture)
 - The nearest side wall
 - Gas meter
 - Plumbing fixtures
 - Ground level
 - Anything above the panel
 - Distance from the edge of any windows
 - Distance from the edge of any doorways (Including sliding glass doors)
 - Picture of the front of the meter with the ground level in view to show if there is an unobstructed level working and standing space.
- For Overhead (OH) service
 - Picture of service conductor from the pole to the weather head or point of attachment
 - Top of Pole
 - Pole # if available.
- For Underground (UG) service
 - Picture of handhole
- Panel information - Manufacture and Catalog #

Note: Pictures can be grouped together if the measurements with a ruler are included.



Choose a file for upload or drag and drop one into this area

Not
Uploaded

☐ Add Picture 2 *optional*

Check Add Picture 2 to upload an additional Picture. After uploading, unchecking this box hides the upload field but does not delete the document. To fully remove it, delete the file first, then uncheck Add Picture 2.

Save and Continue ▶

Panel information - Manufacture and Catalog #

Note: Pictures can be grouped together if the measurements with a ruler are included.



download (3)
 PDF

2 MB
 Uploaded

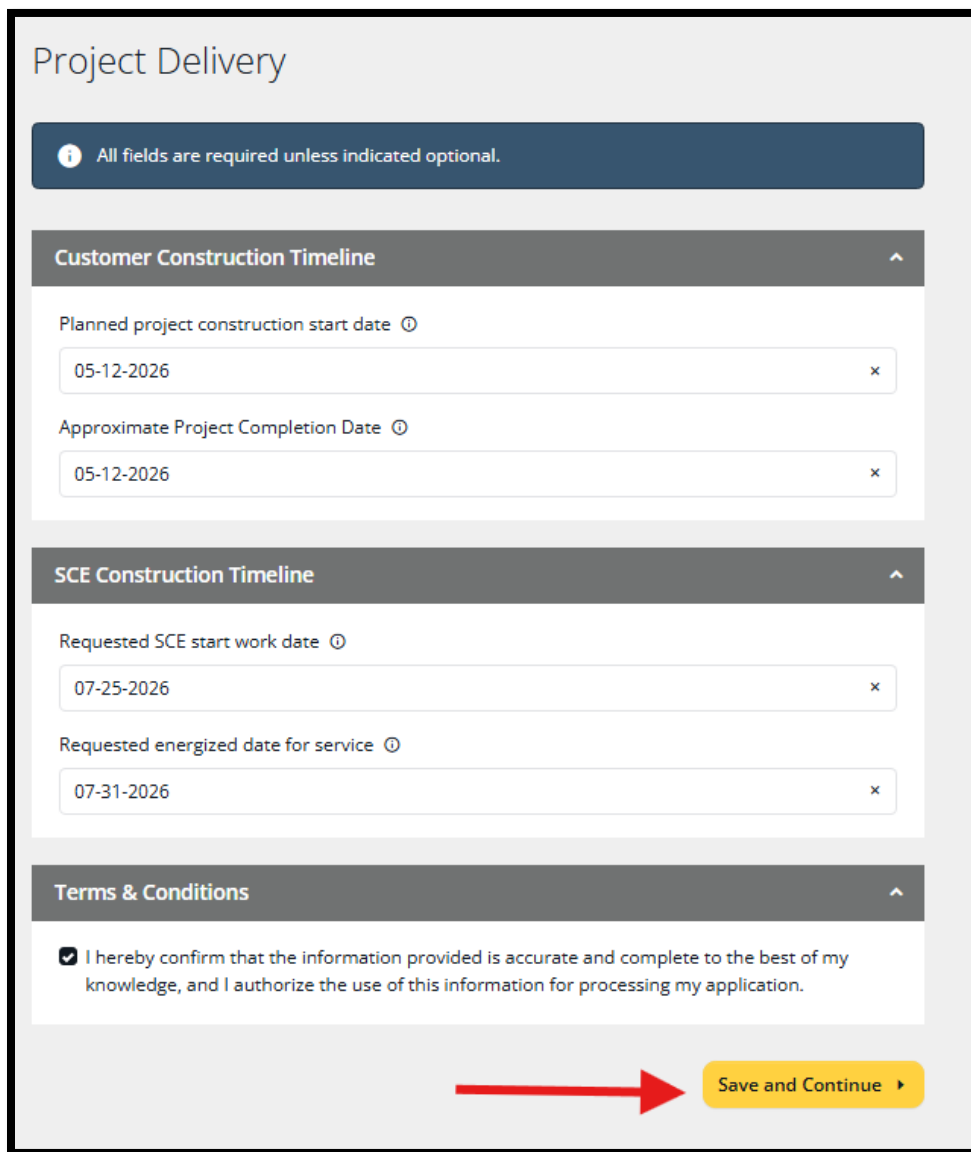
View
Re-upload
Delete

Construction Timeline

20. Coordinate construction dates with your contractor.

City Planning approvals typically require **30–90 days**. Selecting dates too close to submission may delay your project.

Click **Save and Continue** when complete.



Project Delivery

All fields are required unless indicated optional.

Customer Construction Timeline

Planned project construction start date ⓘ

05-12-2026 x

Approximate Project Completion Date ⓘ

05-12-2026 x

SCE Construction Timeline

Requested SCE start work date ⓘ

07-25-2026 x

Requested energized date for service ⓘ

07-31-2026 x

Terms & Conditions

☒ I hereby confirm that the information provided is accurate and complete to the best of my knowledge, and I authorize the use of this information for processing my application.

Save and Continue ▶

Submission

21. Review your application and click **Submit**.

Document Upload ^

FIELD	VALUE
City/County Approved Site Plan (DWG Version)	– No file uploaded
City/County Approved Site Plan (PDF Version)	– No file uploaded
Final Approved Plans (Full Set)	– No file uploaded
Switchgear Drawings	– No file uploaded
EUSERC Drawings	– No file uploaded
Load Schedule	– No file uploaded
Third Party Authorization Form	– No file uploaded
Building Permit	– No file uploaded
Assessor Parcel Map	– No file uploaded
Miscellaneous Document	– No file uploaded
Add Misc Document 2	No
Pictures	☒ File uploaded Download
Add Picture 2	No

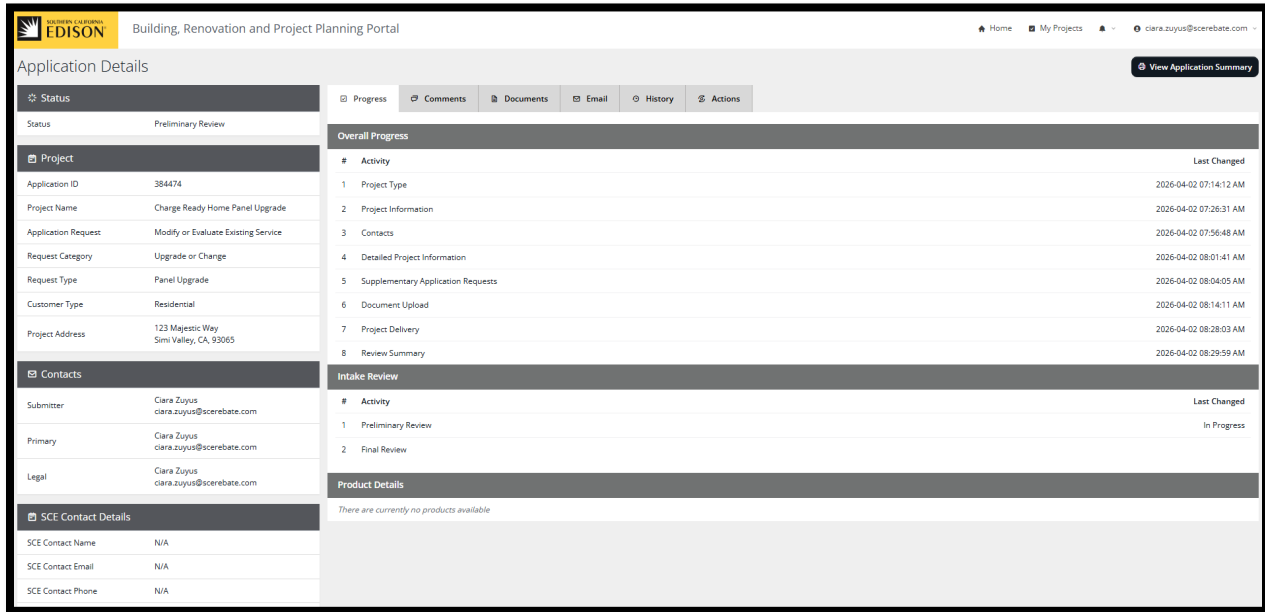
Project Delivery ^

FIELD	VALUE
Customer Construction Timeline	
Planned project construction start date	05-12-2026
Approximate Project Completion Date	05-12-2026
SCE Construction Timeline	
Requested SCE start work date	07-25-2026
Requested energized date for service	07-31-2026
Terms & Conditions	
Agreed to the Terms and Conditions	Yes

Submit ▶

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22. You may view your application status within the portal after submission.



Application Details

Status
Status: Preliminary Review

Project

Application ID	384474
Project Name	Charge Ready Home Panel Upgrade
Application Request	Modify or Evaluate Existing Service
Request Category	Upgrade or Change
Request Type	Panel Upgrade
Customer Type	Residential
Project Address	123 Majestic Way Simi Valley, CA, 93065

Contacts

Submitter	Clara Zuyus clara.zuyus@screbate.com
Primary	Clara Zuyus clara.zuyus@screbate.com
Legal	Clara Zuyus clara.zuyus@screbate.com

SCE Contact Details

SCE Contact Name	N/A
SCE Contact Email	N/A
SCE Contact Phone	N/A

Overall Progress

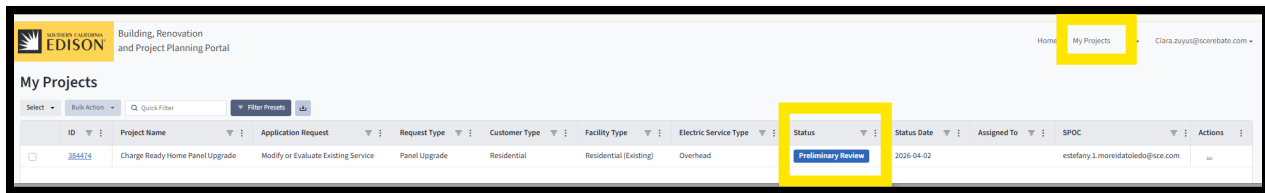
#	Activity	Last Changed
1	Project Type	2026-04-02 07:14:12 AM
2	Project Information	2026-04-02 07:26:31 AM
3	Contacts	2026-04-02 07:56:48 AM
4	Detailed Project Information	2026-04-02 08:01:41 AM
5	Supplementary Application Requests	2026-04-02 08:04:05 AM
6	Document Upload	2026-04-02 08:14:11 AM
7	Project Delivery	2026-04-02 08:28:03 AM
8	Review Summary	2026-04-02 08:29:59 AM

Intake Review

#	Activity	Last Changed
1	Preliminary Review	In Progress
2	Final Review	

Product Details

There are currently no products available



My Projects

Select	ID	Project Name	Application Request	Request Type	Customer Type	Facility Type	Electric Service Type	Status	Status Date	Assigned To	SPOC	Actions
☐	384474	Charge Ready Home Panel Upgrade	Modify or Evaluate Existing Service	Panel Upgrade	Residential	Residential (Existing)	Overhead	Preliminary Review	2026-04-02		estefany.l.moreno@edison.com	

Need Assistance?

For Spot Meter support or to speak with an SCE City Planning representative, call:

 **800-655-4555**