



**Customer Driven.
Community Focused.SM**

BEFORE YOU BEGIN

The Meter Review Team is to double-check your electrical meter equipment and to identify any potential issues that may cause delay in receiving electricity. We want to make sure it meets Austin Energy Criteria guidelines. This helps avoid any hold-ups when getting your meters and service connected.

Does your project meet one of the following:

- Commercial for new construction, remodels, revisions to approved permits, changes of use, and certificates of occupancy/compliance.
- Multi-family plans for new construction, remodels, revisions to approved permits, changes of use, and certificates of occupancy/compliance.
- Service upgrade
- Electrical service over 350A single phase or 225A three phase
- Projects requiring 3 or more electric meters
- Projects using modular metering equipment
- Installing new solar

If you have answered **Yes** to any of the questions above, proceed to next steps

- ✓ **Identify All Required Documents:** (Refer to guidelines, instructions, or previous communication)
- ✓ **Ensure You Have the Latest Version of Each Document:** Double-check file names and content.
- ✓ **Review Each Document for Completeness:** Ensure all sections, fields, and required information are filled out.
- ✓ **Proofread All Documents Carefully:** Be sure to check all documents have the same service address, unit numbers/identifiers, look for inconsistencies.
- ✓ **Verify Formatting Compliance:** Ensure documents adhere to any specified formatting guidelines (e.g., font, margins, file type).
- ✓ **Convert Documents to the Required File Format(s):** (e.g., PDF, DOCX, XLSX)

UNDERSTANDING THE TYPES OF DOCUMENTS REQUIRED

- **[Electrical Service Planning Application](#)**
 - [ESPA Reference Guide.PDF](#)
 - [Get help completing an Intake Request:](#)
- **[Modular Metering Equipment Form](#)**
 - Approved ESPA (by AE Design)
 - Approved Riser Diagram (signed off by PE)
 - Approved Site Plan – (Approved by consultant, COA, and AE Design)
 - Modular Metering Equipment Form (for each meter bank)
 - Bill of Materials (BOM)
- **Electrical Riser Diagram**
- **Electrical Site Plan**
- **[Multiple Units Form](#)**

- **911 Address Validation Letter**
 - New requests: [Address Management Services | AustinTexas.gov](#)
 - 911 Validation Letter: [Property Profile](#)

UNDERSTANDING THE DIFFERENT TYPES OF PROJECTS

New Construction- brand new structures from the ground up

Multifamily projects consisting of 3 or more meters

Remodels and Tenant Finish-Outs • Less than 5,000 square feet • Change of use with or without remodel to an office or retail occupancy use only. • Retail sales for the display and sale of upholstered furniture or mattresses • School interior remodel* • Medical, dental, or veterinary office* • Food service establishments*

Replacement/new installations of walk-in coolers and freezers, refrigeration reach-ins, boilers, chillers and cooling towers

Electric Vehicle Charging Systems • Installation Inside Building Structure

Photovoltaic Solar Panel Systems • See QT PV Solar Requirements • Commercial and Multi-Family projects

POST-SUBMISSION FOLLOW UP (IF APPLICABLE)

- Respond promptly to any clarification requests from the reviewer

By using this checklist, you can significantly increase the chances of a smooth and efficient document review process, ensuring the reviewer has everything they need to provide thorough and timely feedback. Remember to adapt this checklist to the specific requirements of your review process. Good luck with your submission!