



2019 Electric Service Standards

# Temporary Service [Underground]

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# Underground Service – Temporary Service Process

For Temporary Underground Service, construct your Temporary Electric Loop and request Temporary Electric Service following the steps below:

STEP 1) Apply for your Temporary Meter Loop permit with your local jurisdiction, such as the City of San Antonio. For more information about City of San Antonio permitting and inspections, go to [City of San Antonio - Permit, Inspection and Review](#). If you are outside San Antonio, contact your local municipality.

STEP 2) **Construct your temporary electric loop in compliance with the diagram below**, ensure the structure has clear access, and mark it with the physical address. If you need assistance locating where to put your temporary loop, call CPS Energy 210-353-4050.

STEP 3) Due to quick turnaround, request Temporary Service on the [Construction & Renovation Web Portal](#) once your Meter Loop is complete:

- Select the plus symbol at the top of the screen, then “Single Family Home.”
- Search for your Temporary Address in our system, designated with a #T.
- If you don't see a Temporary Address (#T), request that CPS Energy create one.
- Select the “I want to do something else” icon.
- Select “Add Temporary Service.”
- Select your Billing Account or Request a New Account.
- Enter your Project Details and Submit.
- Once submitted, you will see your Project Number for reference.

You will receive Temporary Service instructions and an invoice by email the next business day.

You can also download and email your application:

[Residential Service Application](#)

[Solicitud de Servicio Residencial](#)

