Development Services Department
Building Inspection Division
311 Vernon Street
Roseville, California 95678-2649

Residential Electric Service Upgrade/Panel Replacement Procedure

1. Prior to applying for your Building Permit you will need to contact the City of Roseville Electric Department to schedule an appointment with a representative who will meet you at the site address to approve the electric panel location. This request can be made by contacting: Joey McKinney at (916) 774-5691 or Randy Long at (916) 774-5607 or Tiffany McAvoy at (916) 774-5633.

2. After Roseville Electric approves the electric panel location / service, they will send the location and approval to the Building Department. Then you can obtain an electric permit from the Building Dept., 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 Department.

3. If your service change will be done Monday thru Friday please schedule your inspection at https://permitsonline.roseville.ca.us 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 Department for further information at (916) 774-5332.

4. It will take approximately 3-5 working days to approve a service location and size prior to issuing a Building Permit. If for some reason your service is a special case, contact Roseville Electric at the above phone numbers to discuss your service change.