

**3**

# **REQUEST FOR SERVICE**

**Last Update: 12/06/05**

# REQUEST FOR SERVICE

Customers wanting new meter installations or relocations shall contact the Electrical District No. 3 of Pinal County (ED3) District Office for an approved service and meter location prior to proceeding with any electrical installation. By adhering to the following procedure, the Customer will eliminate inconvenience, delays, and added fees associated with an incorrect meter location.

## 1. REQUIRED INFORMATION

Each Customer desiring new service and / or a change in existing service must make application with ED3. The Customer must provide the following information:

### 1.1 **General**

- 1.1.1 Customer's name – person responsible for paying the bill.
- 1.1.2 Customer is required to provide a recorded copy of the vesting deed (ownership) to the subject property.
- 1.1.3 Service address – street address or route and box
- 1.1.4 Mailing address, if bills are not to be sent to service address
- 1.1.5 Site plans and building plans
  - A. Service entrance capacity
  - B. Load break-down
  - C. Desired voltage and phase


### 1.2 **Specific Type of Job Requirements**

- 1.2.1 Commercial
- 1.2.2 Residential
- 1.2.3 Temporary


## 2. SCHEDULE OF EVENTS

### 2.1 **Required Information**

- 2.1.1 Customer provides sufficient notice of intent to build
- 2.1.2 Customer provides required information

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 1 of 6

- 2.1.3 ED3 design begins when the Customer provides four (4) copies of adequate drawings. Required information includes:
- A. Electrical load calculations
  - B. Electrical plan showing the meter panel location
  - C. Electrical service entrance section drawings (all panels greater than 200 amp) with official street address on copies
  - D. Curb, gutter and paving plans
  - E. Landscaping and sprinkler plans – including retention basins
- 2.1.4 ED3 Designer field-checks site
- 2.1.5 Prepare cost estimates (if applicable)
- 2.1.6 Notify Customer of costs (if applicable)
- 2.1.7 Receive payment(s) from Customer (if required)
- 2.1.8 Design facilities
- 2.1.9 Customer and ED3 secure necessary permits, easements, rights-of-way
- 2.1.10 ED3 reviews service entrance section drawings for approval
- 2.1.11 ED3 specifies trench and equipment locations (if applicable)
- 2.1.12 Customer provides property corners and grade stakes
- 2.1.13 Customer provides the trench and installs conduit per ED3 design (if applicable)
- 2.1.14 ED3 inspects trench and conduit installation and approves if per ED3 design (if applicable)
- 2.1.15 ED3 releases job to construction
- 2.1.16 ED3 schedules crews for construction of its facilities
- 2.1.17 ED3 inspects meter panel for compliance
- 2.1.18 Customer obtains electrical clearance from governmental agencies

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 2 of 6

2.1.19 Once an account has been established with ED3 and governmental clearance is received by ED3, the service lateral will be energized. The meter service provider must be contacted to provide a meter.

3. **TEMPORARY SERVICE**

3.1 Before temporary installations are made, the Customer should contact ED3’s District Office at (520) 424-9021 concerning availability and costs of the requested service.

3.2 In addition to temporary load information, the Customer may be required to provide ED3 with a complete statement regarding their requirements for permanent service. This information may enable ED3 to construct facilities that could be utilized to supply permanent service, thereby reducing the costs involved in providing temporary service.

4. **UPGRADE (REVAMP)**


Prior to a service entrance being changed or relocated to supply new or existing load, contact ED3. All service entrances being revamped must be brought up to current code requirements.

5. **CODES**

These specifications are a supplement to the National Electrical Code (NEC), but they are not a substitute for that code or for municipal codes. ED3 endorses the municipal inspecting agency’s right to insure that the Customer’s wiring installations be made in accordance with applicable codes.

6. **INSPECTIONS, APPROVALS AND PERMITS**

Pinal County and City of Maricopa in ED3’s service area have ordinances restricting ED3 from energizing the load side of the electrical service to the Customer until the Customer has obtained the necessary permits and until the actual electrical installation has been approved by the municipal authorities. Therefore, the Customer should determine the requirements of the Building Safety / Building Inspector department of the county or city having jurisdiction before beginning any job subject to inspection by that department. In areas where no inspection is required, the service entrance must be in accordance with ED3 electrical service specifications and the NEC before connection can be made to ED3 lines.

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 3 of 6

7. **WIRING ADEQUACY**

Compliance with the NEC or local municipal codes assures only that the installation will conform to recognized minimum safe practices. The provision for adequate electrical capacity must be decided by the Customer. A qualified person should aid the Customer in determining that their electrical installation will have adequate future capacity.

8. **POINT OF ATTACHMENT (REQUIREMENTS IN ADDITION TO NEC AND NATIONAL ELECTRIC SAFETY CODE (NESC)**

***ED3 reserves the right to determine all points of attachment. Only authorized ED3 personnel of Engineering and Operations Department will determine the location.***

8.1 The point of attachment of conductors to a building or other structure shall meet the minimum clearance requirements as specified in the NESC.

8.2 Overhead service point of attachment on buildings shall be provided on or within twenty-four inches (24") of an accessible exterior wall and within six feet (6') of the edge of any roof overhang.

8.3 A solid point of attachment (to withstand a minimum of 600 pounds tension\*) for supporting a service drop to a building is to be provided at a height satisfactory to meet the NESC requirements for safe service connection and clearance. Height of attachment for service shall not be more than twenty-five feet (25') above ground level. The responsibility for furnishing a sufficiently substantial support rests solely with the Customer.


*\* Attachment tensions greater than 600 pounds may be required in special cases.*

8.4 Where the service conduit is used as a mast for supporting the service drop it shall be rigid steel or intermediate metal conduit, not less than one and one-half inches (1.5") trade size. Where couplings are necessary, they shall be threaded steel and only allowed below the bracing that is subject to strain by the service conductor.

8.5 Service entrance shall be located so that the center of the point of attachment shall be within twelve inches (12") of the center of the weather head at the top of the service riser conduit.

8.6 A maximum of three (3) service conduits shall be supplied from one (1) overhead service drop. These conduits shall be spaced no more than twelve inches (12") apart. The point of attachment shall be on the center riser.

8.7 No foreign or other attachments shall be allowed on an electric service riser.

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 4 of 6

9. **TAMPERING**

- 9.1 The breaking of seals and tampering with meters and un-metered wiring by unauthorized persons is prohibited and subject to penalty charges.
- 9.2 Section 13-1602 of the Arizona Revised Statutes prohibits tampering with the property of a utility. Such tampering is a felony if it causes impairment of the function of the utility.
- 9.3 In addition to the above, penalties for unauthorized use of un-metered energy may include special service charges for un-metered service, an estimate of consumption based on proper data of available records and the full cost or expense incurred by ED3 to correct the infraction.

10. **RESPONSIBILITY**

The Customer has the responsibility to maintain their wiring and equipment in safe operating condition. ED3 cannot accept any responsibility for the Customer's wiring and equipment.

***NOTE: ED3 gives no warranty, expressed or implied, as to the adequacy, safety or other characteristic of any equipment, wiring or device and assumes no responsibility with respect thereto.***

11. **COOPERATION**


It is the sincere desire of ED3 to provide and maintain dependable, safe, and satisfactory electric service in a courteous and efficient manner. Cooperation of Customers and their agents is appreciated. It is necessary to provide ED3 with information leading to new or increased electric service early in the development of plans to aid the proper scheduling of service. Cooperation of all interested parties and strict adherence to the specifications in the manual will expedite satisfactory electric service.

12. **ENFORCEMENT OF SPECIFICATIONS**

ED3 will allow a forty-five (45) day grace period prior to enforcing new or revised specifications placed in this Electric Service Specifications book. The only exception will be where hazardous or safety-related requirements are involved.

13. **APPEALS**

ED3 has an appeal process. Contact the Engineering and Operations department at (520) 424-9021.

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 5 of 6

14. **ACCESS TO CUSTOMER’S PREMISES**

The Service Entrance Section installed on the Customer’s premises shall be readily accessible by ED3’s authorized employees or agents at all times. The Customer shall be required to relocate the Service Entrance if ED3 access is later restricted by any condition.

15. **TREE TRIMMING**

ED3 does not prune trees around power lines that run from power poles to homes (or private property), businesses, or street lights. In these cases, pruning is a property-owner responsibility. **NEVER ATTEMPT TO PRUNE TREES NEAR POWER LINES YOURSELF!** Arizona law places restrictions on tree pruning within ten feet (10’) of a power line. To find professionals for this work, look in the Yellow Pages under “Tree Service”.

15.1 Private contractors must be qualified per OSHA line clearance standards.

15.2 Homeowners are not to attempt to trim trees near electric lines.

**NOTE: All vegetation near conductors, pole to pole (in PUE and / or ROW) must be cleared by ED3 – charges may apply.**

16. **IDENTIFICATION OF EMPLOYEES**

ED3 employees, authorized to visit the Customer’s premises, are furnished with identification which they will show upon request. This is done to protect the Customer from unauthorized persons representing themselves as ED3 employees.

17. **RATE SCHEDULE**


Upon request, ED3 Rate Schedules and / or Rules and Regulations are available for examination at the ED3 District Office.

18. **ATTACHMENT TO ED3 FACILITIES**

No attachments are allowed to ED3 facilities unless provided by contract.

19. **SIGNS ON UTILITY POLES**

Do not post signs on utility poles. Many utility poles have plastic casings that house high-voltage lines that carry power to underground lines. Hammering nails or other sharp objects into those casings to post a sign can cause serious injury or even death. ED3 crews remove signs because the nails can injure linemen who need to climb the poles for repairs or maintenance. In addition to being dangerous, attaching signs to utility poles is illegal in some cities.

	<b>ELECTRICAL DISTRICT NO. 3</b>	Date: 12-06-05
	<b>ENGINEERING CONSTRUCTION STANDARDS</b>	Rev. 0
	<b>SECTION 3</b>	Approval: JH
	<b>REQUEST FOR SERVICE</b>	Page 6 of 6