

8.84 TRANSFORMER PAD

- 8.841 If within a lawn, customer to excavate a 10' x 10' x 2' deep hole. The City will install foundation anchors, and then the contractor shall fill hole with 3/4" stone. The City will then provide a precast transformer pad (See figure 3). Customer shall ensure proper placement of primary and secondary conduit and accurately mark locations before foundation anchors are installed. The City assumes no responsibility if conduits are damaged in this process.
- 8.842 Customer shall furnish approved secondary lugs for installation by City crews in transformer cabinet. (See figure 13).
- 8.843 Customer shall install 1 1/4" rigid steel conduit from transformer secondary compartment to the meter location if current transformers will be installed in the transformer compartment.

8.9 COMMERCIAL SECONDARY SERVICE OVERHEAD

- 8.91 The City will install aerial conductors for commercial overhead service up to a maximum of 100 feet depending on location. The customer may be required to install a mast and guy to maintain proper clearances above ground. (See figure 6 and 15).
- 8.92 Aerial service drop conductors shall not cross over property owned by others.
- 8.93 The aerial service drop shall have a clearance of 3' from any building exit, window, door or other opening.
- 8.94 The customer shall install a suitable point of attachment at a location approved by the City.
- 8.95 The service entrance conductor shall have a weatherhead installed higher than the point of attachment and within 24" of the point of attachment.
- 8.96 Allow a minimum of 36" conductors outside of the weatherhead for connection to the service drop.
- 8.97 Customer shall supply approved aerial commercial service entrance connectors as listed in Figure 13. City will review number of conductors, size and number of conduits for approval at each service location.

9. CHANGE OF SERVICE PROCEDURE

9.1 POINT OF DELIVERY

- 9.11 The City of Newark will designate in writing, upon request, a satisfactory point of delivery where the customer shall terminate wiring and facilities for connection to

the supply lines of the City of Newark. The failure to request and obtain such location may result in refusal of service pending rearrangement of the customer facilities. However, the designation of a point of delivery does not constitute an agreement or obligation on the part of the City of Newark to furnish service.

9.2 NATIONAL ELECTRIC CODE

- 9.21 All new wiring and equipment or changes in wiring and equipment shall be installed in accordance with the latest edition of the National Electric Code and the City's requirement in order to be approved for connection.

9.3 INSPECTION AGENCY APPROVAL

- 9.31 The relocated electric service of a customer shall be approved by a duly recognized inspection agency. In order to receive an inspection, the customer shall have a valid City of Newark Building Permit.

9.4 AERIAL

- 9.41 **Before work can begin on a change of an existing aerial service, a City of Newark service and meter location form (See figure 1) shall be filed describing completely as possible the equipment to be served and the size of the load to be supplied so that adequate capacity may be provided.**
- 9.42 Within five (5) working days of receipt of such meter location form, a City of Newark representative will review the completed service and meter location form and visit the work location if needed.
- 9.43 The contractor will be contacted by phone and informed if the existing meter box and point of attachment locations are approved or if either or both shall be relocated.
- 9.44 If the existing location of the point of attachment is approved proceed to steps 9.45 - 9.47. If the existing location of the point of attachment shall be relocated proceed to steps 9.48 – 9.410.
- 9.45 The contractor, after approval from a City representative, will be authorized to break the meter seal and proceed with the changeover.
- 9.46 The contractor shall reconnect the service after completion of work by using permanent connectors supplied by the City. The contractor may secure a crimp tool and connectors at the City of Newark Electric Department after 8:30 a.m. on the scheduled day of the changeover and return said tool upon completion.
- 9.47 The contractor shall inform the City Electric Department when the job is completed and a City representative will reinstall the meter and install a new seal.

- 9.48 The contractor shall schedule the relocation of the point of attachment and service drop with the City of Newark Electric Department.
- 9.49 The contractor, after scheduling relocation of the service drop, will be authorized to break the meter seal and proceed with the changeover. The contractor is responsible for installing a new point of attachment at the new location.
- 9.410 The City will only reconnect the service using permanent connectors if the contractor is ready when the City crew relocates the aerial service drop. The City crew will reinstall the meter and install a new seal. If the contractor is not ready for a reconnect when the aerial drop is relocated, he shall reconnect the service as in steps 9.46 and 9.47. The contractor will not be charged for service drop relocation if work is completed between 8:30 a.m. - 3:30 p.m. Monday through Friday excluding holidays.

9.5 NOTES

- 9.51 The customer may be required to install a mast and guy to maintain proper clearances above ground. (See figure 6).
- 9.52 Aerial service drop conductors shall not cross over property owned by others.
- 9.53 The aerial service drop shall have a clearance of 3' from any building exit, window, door or other opening.
- 9.54 The service entrance conductor shall have a weatherhead installed higher than the point of attachment and within 24" of the point of attachment.
- 9.55 Allow a minimum of 36" of conductors outside of the weatherhead for connection to the service drop.
- 9.56 Meter box shall be installed at a height of 5' above grade to the center of the box.
- 9.57 The meter shall be accessible at all times and cannot be in an area that is enclosed.
- 9.58 Ringless meter sockets are required.
- 9.59 Use 4 jaw sockets for 120/240 volts 3 wire service.
- 9.510 Use 5 jaw sockets for 120/208 volt 3 wire service. Special metering with a 5th lug in the nine (9) o'clock position is required for proper metering. (See figure 11).
- 9.511 The meter shall be accessible at all times and cannot be in an area that is enclosed.
- 9.512 All duplex homes fed aurally shall only have one (1) service drop extended on the center of both homes by the City. One (1) meter box shall be installed on each

side of the duplex. Existing homes shall be converted to this configuration if customer owned meter boxes or service entrance cables are being replaced.

9.6 UNDERGROUND

- 9.61 **Before digging contact Miss Utility of Delmarva at 1-800-282-8555 for utility markouts.** If digging in the public right of way contact the City of Newark Public Works Department to obtain a permit.
- 9.62 Before work can begin on a change of an existing underground service, a City of Newark service and meter location form (See figure 1) shall be filed describing completely as possible the equipment to be served and the size of the load to be supplied so that adequate capacity may be provided.
- 9.63 Within five (5) working days, a City of Newark representative will review the completed service and meter location form and visit the work location if needed.
- 9.64 The contractor will be contacted by phone and informed of ownership of the existing underground secondary cables and if their size is adequate, if the meter box is sized adequately and if the riser pipe shall be replaced.
- 9.65 If the underground secondary cable is adequately sized, then proceed to step 9.66 - 9.68. If the underground cable is not adequately sized proceed to 9.69 - 9.616.
- 9.66 The contractor shall schedule the change of service with the City of Newark Electric Department to allow City crews to disconnect the service from the distribution system. If other customers will be affected by the shutdown, the contractor shall give adequate notice to those customers affected.
- 9.67 The contractor, after the service is disconnected from the distribution system, will be authorized to break the meter seal and proceed with the changeover. If required by the City, the meter box and riser pipe shall be replaced. (See figure 5).
- 9.68 The contractor shall contact the City of Newark Electric Department for reconnection of the service to the distribution system. The contractor will not be charged for disconnecting and reconnecting the service to the distribution system if work is completed between 8:30 a.m. - 3:30 p.m., Monday through Friday excluding holidays.
- 9.69 The contractor shall install conduit and adequately sized underground secondary conductors a minimum of 30" deep. (See figure 5). A rigid galvanized steel or schedule 80 PVC elbow and 10' of rigid galvanized steel or schedule 80 PVC conduit is required at the service pole. The rigid steel conduit shall be bonded to a pole ground with a conduit ground clamp. The remainder of the conduit may be PVC schedule 40.

- 9.610 All conduits shall be stood off pole a minimum of 1+5/8".
- 9.611 Customer shall provide a 5/8 x 10' copper clad ground rod at the pole if none exists.
- 9.612 Adequate secondary cable shall be installed to make connections to the City distribution system.
- 9.613 The contractor shall install a rigid galvanized steel or schedule 80 PVC meter box riser strapped to the wall installed 18" below grade with a plastic bushing (See figure 5).
- 9.614 A bonding bushing is required in the meter box.
- 9.615 The meter box shall be installed at a height of 5' to the center of the box from final grade at the location required by the City.
- 9.616 After the contractor installs all conduits, risers and underground secondary cable, City crews will make connections at the service pole, reinstall the meter and install a new meter seal. City crews will then remove the old aerial drop. There is no charge for this work if it is completed between 8:30 a.m. - 3:30 p.m. Monday through Friday, excluding holidays.

9.7 NOTES

- 9.71 Ringless meter sockets are required.
- 9.72 Use 4 jaw sockets for 120/240 volt 3 wire service.
- 9.73 Use 5 jaw sockets for 120/208 volt 3 wire service. (See figure 11).
- 9.74 The meter shall be accessible at all times and cannot be in an area that is enclosed.

10. METERS

- 10.01 The City will furnish the meter for electric service.
- 10.02 An authorized representative of the City shall have access to City owned equipment at all times.
- 10.03 Where practical, all meter locations shall be outdoors.
- 10.04 Meter boxes for direct self contained meters shall be supplied and installed by the customer. Direct self contained meter sizes are as follows: Up to 320 amp single phase and up to 200 amps three phase. All meter boxes shall be rigidly attached to building structure. (See figure 14).