



## CITY OF WEATHERFORD - RESIDENTIAL ELECTRIC SERVICE PACKET

Please Complete all applicable sections of the Electric Service Packet, indicating N/A for all others

### GENERAL INFORMATION

**\*Please complete this section if the project is OUTSIDE CITY LIMITS only\***

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

General Contractor \_\_\_\_\_ Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Electrical Contractor \_\_\_\_\_ Company \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Indicate Scope of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### CUSTOMER SERVICE / BILLING - (817) 598-4225

#### ELECTRIC UTILITY DISPATCH - (817) 598-4257

- Utility Account Establishment
- Utility Account Questions
- Utility Billing Inquiries
- Electric Meter Removal Requests
- Electric Meter Installation Requests
- Electric T-Pole Inspections (Inside City Limit)

- Electric Utility Questions
- Electric T-Pole Inspections (Outside City Limits)
- Conduit / Meter-Base Inspections
- Electric T-Pole Connection Requests
- Permanent Service Requests



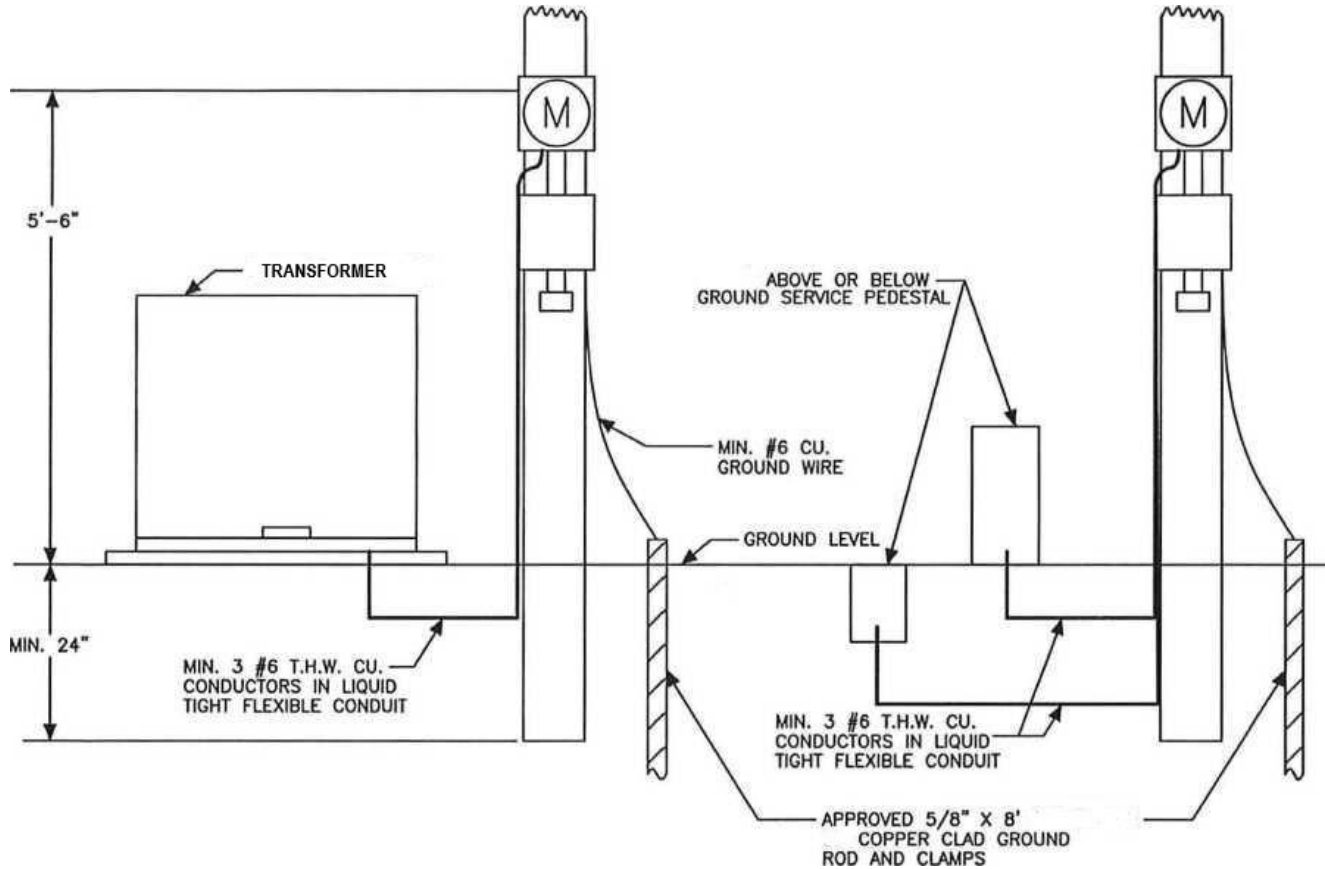
## REQUIREMENTS FOR RESIDENTIAL SERVICE EXTENSION

### Underground Service

1. **Utility Installation Requirements:** Owner/Builder/Contractor is required to call Texas 811 (cable locating services) prior to installation of electrical temporary pole and conduit installations.
2. **Utility Installation Requirements:** Permanent meter base shall be supplied by the customer and meet City of Weatherford Electric specifications.
3. **Utility Installation Requirements:** City of Weatherford Electric Utilities shall determine/specify the size of conduit to be installed by Owner/Builder/Contractor.
4. **Utility Installation Requirements:** Owner/Builder/Contractor shall supply and install, schedule 40, electrical grade gray, PVC conduit utilizing 90-degree and 45-degree long sweep elbows to and into the permanent meter base with pull string installed. No more than 3-each, 90-degree long sweep elbows and 1-each, 45-degree long sweep elbow within a length of conduit run.
5. **Utility Installation Requirements:** All PVC conduit joints shall be cleaned, primed, and glued.
6. **Utility Installation Requirements:** Electrical service conduit shall be installed up to utility-installed, pole-mount riser stand-off bracket or to within 18-inches of the front corner of the customers point of connection (i.e. transformer and/or utility pedestal/handhole).
7. **Utility Installation Requirements:** Conduits shall be capped and clearly marked to indicate location of the conduit end. Conduit ends not clearly indicated by markers, may be required to be exposed by Owner/Builder/Contractor before electric service is provided.
8. **Utility Installation Requirements:** Electrical service conduit shall have a minimum separation of 12-inches away from any lateral service utility (sewer, water, gas, phone, etc.) while maintaining specified stated depth requirements.
9. **Utility Installation Requirements:** Conduit meter riser shall be vertical and supported to the structure.
10. **Utility Installation Requirements:** Conduit meter riser shall be installed on the bottom left side of the meter base and directly under the buss bars.
11. **Utility Installation Requirements:** If an outside disconnect is required, disconnect shall be installed directly on the right side of the meter base. Customer's conductors shall not cross over or in front of utility service conductors.
12. **Utility Installation Requirements:** Any applicable construction charges shall be paid prior to connecting and energizing the permanent service.
13. **Utility Installation Requirements:** Electrical service (secondary) conduit shall be of a depth that facilitates conduit installation with a minimum depth of 24-inches from top of conduit to top of final grade.
14. **Utility Installation Requirements:** Electrical service (primary) conduit shall be of a depth that facilitates conduit installation with a minimum depth of 48-inches from top of conduit to top of final grade.
15. **Conduit Installation Inspections:** Owner/Builder/Contractor is responsible to schedule and pass all necessary inspections prior to covering ditch line.
16. **Conduit Installation Inspections:** Owner/Builder/Contractor will be required to uncover (expose) the conduit installation if the conduit installation ditch line is covered prior to being inspected by electric utility personnel. Installations must pass inspection by electric utility personnel prior to energization of electrical service.
17. **Electric Meter Request:** Contact **Customer Service Department** to request an electric meter once metering facilities have been inspected and approved by City Inspections representative.



### Underground Temporary Pole



1. Temporary service pole including meter base is customer owned with exception of electric meter.
2. Temporary service pole shall be 4"X4" minimum wood pole un-spliced and set so that the pole is stable with 2"X4" minimum wood braces.
3. Temporary service pole shall be installed at the transformer site or secondary utility handhole/pedestal site with a minimum of 12-feet of flexible conduit and wire.
4. Temporary service pole shall utilize approved outdoor service switch, breaker box, or breaker-receptacle combination.
5. #6 CU ground wire to be interconnected with Utility Company's neutral along with approved ground electrode (CU 5/8" X 8' minimum) rod. #6 CU ground to land within each, individual enclosure (meter base, switch box, breaker box, or meter/breaker combination boxes).
6. Weatherford Electric will install the temporary flexible conduit and wire into the transformer or secondary utility handhole/pedestal and terminate connections.



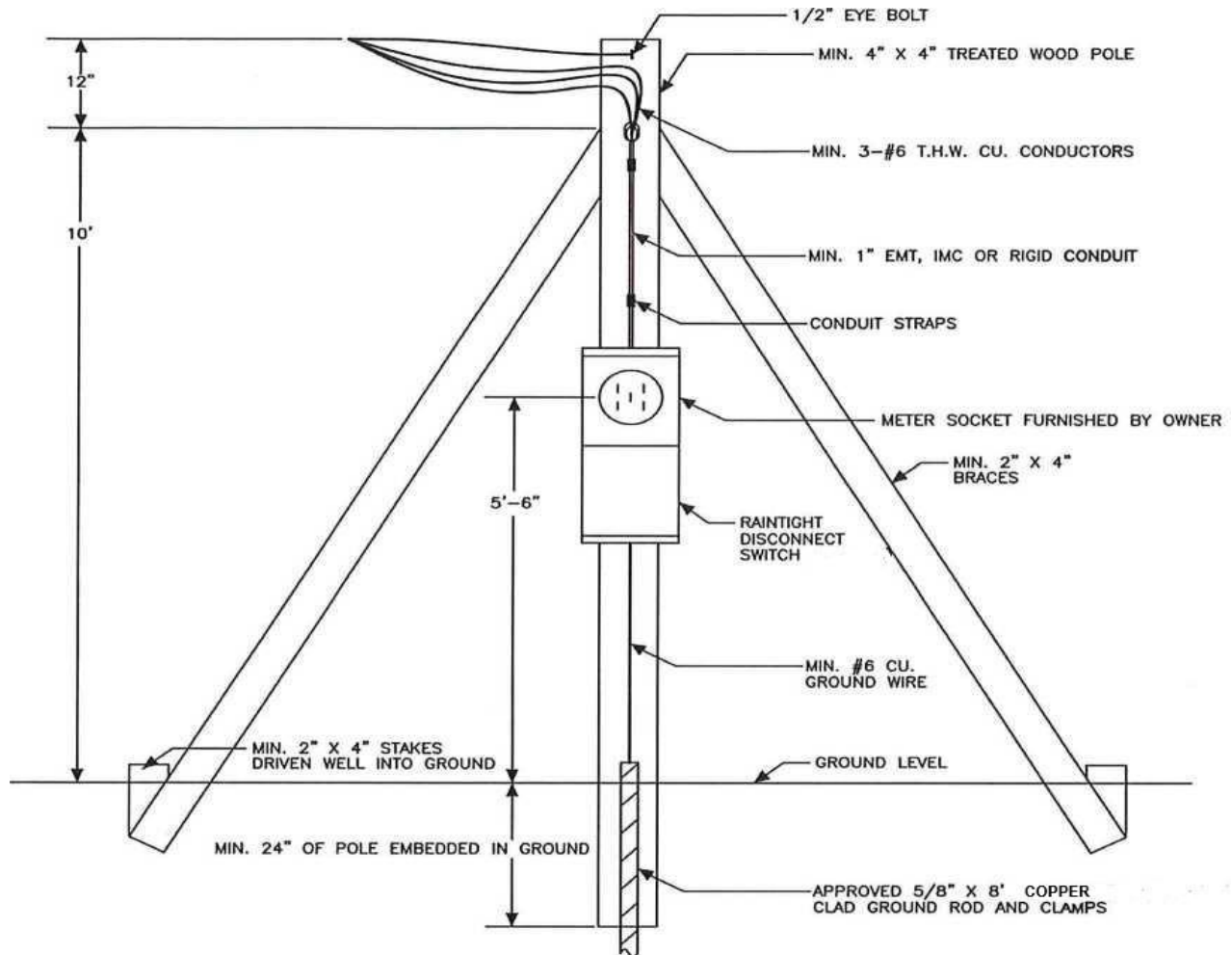
## REQUIREMENTS FOR RESIDENTIAL SERVICE EXTENSION

### Overhead Service

1. **Utility Installation Requirements:** Permanent meter base shall be supplied by the customer and meet City of Weatherford Electric specifications.
2. **Utility Installation Requirements:** Owner/Builder/Contractor is required to call Texas 811 (cable locating services) prior to installation of electrical temporary pole and conduit installations.
3. **Utility Installation Requirements:** Contact the Electric Engineering Department at [engineeringdept@weatherfordtx.gov](mailto:engineeringdept@weatherfordtx.gov) or (817) 598-4028 to schedule a site meeting where existing overhead electric distribution facilities exist, to determine location of nearest service supply pole.
4. **Utility Installation Requirements:** Owner/Builder/Contractor shall be responsible to locate electric service facilities and connection mast on building to facilitate the shortest possible path to designated service supply pole, and that service conductors may be safely installed without violations of the National Electric Safety Code, or damage to trees located in public rights-of-way or on adjoining properties.
5. **Utility Installation Requirements:** If an outside disconnect is required, disconnect shall be installed directly on the right side of the meter base. Customer's conductors shall not cross over or in front of utility service conductors.
6. **Construction Charges:** Relocation and/or upgrade of the existing overhead electric distribution facilities will be the responsibility of the Owner/Builder/Contractor in accordance with the current City of Weatherford Electric Service Policy.
7. **Construction Charges:** Any applicable construction charges shall be paid prior to connecting and energizing the permanent service.
8. **Temporary Service:** Owner/Builder/Contractor will provide and install the temporary metering facilities including the meter base.
9. **Temporary Service:** Temporary electric pole shall be installed no more than 75 feet away from Utility Pole.
10. **Temporary and Permanent Connection:** #6CU ground wire to be interconnected with Utility Company neutral within switch box, along with approved ground electrode (8' min) rod. #6 CU ground to land within each individual enclosure (meter base, switch box, breaker box, or meter/breaker combination boxes).
11. **Electric Meter Request:** Contact **Customer Service Department** to request an electric meter once metering facilities have been inspected and approved by City Inspections representative.



### Overhead Temporary Pole



1. Temporary service pole is customer owned with exception of electric meter.
2. Temporary service pole shall be 4"X4" minimum wood pole un-spliced and set so that the pole is stable with 2"X4" minimum wood braces.
3. Temporary service pole shall be installed no more than 75 feet away from utility pole with a minimum of 24-inches of conductor extending out beyond the weather head of the temporary service pole.
4. Temporary service pole shall utilize approved outdoor service switch, breaker box, or breaker-receptacle combination.
5. #6 CU ground wire to be interconnected with Utility Company's neutral along with approved ground electrode (CU 5/8" X 8' minimum) rod. #6 CU ground to land within each, individual enclosure (meter base, switch box, breaker box, or meter/breaker combination boxes).
6. Weatherford Electric will supply and connect overhead conductor from service supply point to provided conductors on temporary service pole.



# ELECTRIC SERVICE REQUIREMENTS - RESIDENTIAL

## PROJECT INFORMATION

Project Contact \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
 Project Address \_\_\_\_\_ City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

## BILLING INFORMATION

Name (Party to be billed) \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City / State \_\_\_\_\_ Zip Code \_\_\_\_\_

Select **ALL** that Apply:      Inside City Limits \_\_\_\_\_      Outside City Limits \_\_\_\_\_  
    All Electric \_\_\_\_\_      Natural Gas/Propane \_\_\_\_\_

Service Requested:      Overhead \_\_\_\_\_      Underground \_\_\_\_\_  
                                  Single Phase, 120/240 Volt 3-Wire \_\_\_\_\_      Three Phase, 120/208 Volt 4-Wire \_\_\_\_\_

Conditioned Space \_\_\_\_\_ SqFt.  
 Electric Water Heater(s) \_\_\_\_\_ Total # of Units  
 Electric Tankless Water Heater(s) \_\_\_\_\_ Total kW  
 Air Cond. With Gas Heat \_\_\_\_\_ Total # of Units  
 Heat Pump with Aux Heat \_\_\_\_\_ Total # of Units  
 Irrigation Pump Motor(s) \_\_\_\_\_ Total HP  
 Pool Pump Motor(s) \_\_\_\_\_ Total HP  
 Spa Pump Motor(s) \_\_\_\_\_ Total HP  
 Pool / Spa / Sauna Heater \_\_\_\_\_ Total kW

**\*Please indicate size and type (AMPS or HP) of miscellaneous electrical load for each piece of equipment\***

Miscellaneous Equipment 1 \_\_\_\_\_ Total Amps -or- HP  
 Miscellaneous Equipment 2 \_\_\_\_\_ Total Amps -or- HP  
 Miscellaneous Equipment 3 \_\_\_\_\_ Total Amps -or- HP  
 Miscellaneous Equipment 4 \_\_\_\_\_ Total Amps -or- HP

APPLICANT NAME: \_\_\_\_\_ APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## STANDARD METER BASE SPECIFICATIONS – (200A - 320A, Single-Phase)

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- All meter sockets shall be UL-listed, with testing laboratory label or symbol affixed to the unit.
- All meter sockets shall meet ANSI/UL414, ANSI C12.7, and NEMA 250 requirements.
- All meter socket enclosures shall be outdoor NEMA 3R rated and withstand the ambient and environmental conditions where located.
- All meter sockets shall be ringless and individual covers must have a hasp provision for the WMUS meter seal. No barrel-style locking provisions are permitted.
- All meter sockets shall have adequate continuous duty and short circuit withstand ratings applicable for the service connection.
- Jaw assembly shall permit use of "Mylar plastic disconnect sleeves" being applied over the blades of the watt-hour meter without cutting or mutilation of the insulator material.
- All meter sockets shall have Lexan shield-over line and load meter terminals.
- Meter spade terminals shall be spring reinforced.
- Neutral position shall be bonded to the meter socket enclosure.
- All meter sockets shall have factory installed grounding connector provision attached to the neutral bus for a single grounding electrode conductor to be terminated in self-contained meter sockets.
- Bolted terminals and terminal blocks shall have Hex (Allen) head terminal screws tighten to manufacture's torque specification.
- Overhead meter sockets shall have hub opening on top for top entry into meter socket.
- Connection temperature rating is preferred at 90 degrees C and insulation material to be rated 600V and arc track resistant.
- The meter socket meets the wire bending requirements within the enclosure and at terminations according to the NEC.
- 320 amps continuous (400 amp intermittent) meter sockets shall have a manual, single handle bypass lever.
- For 5 terminal, Form 12S, service installations, the 5<sup>th</sup> terminal shall be installed in the 9 o'clock position.
- All three phase 7 terminal (Form 16S) sockets shall have a manual, single handle bypass lever.



**SITE PLAN:** Draw outline of structure in reference to the property or lot. Give dimensions from all sides of structure to adjacent property lines with garage and driveway shown. Also indicate service point on the structure (meter location).

**\*Please complete this section if the project is OUTSIDE CITY LIMITS only\***

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal law, whether herein specified or not.

**Print Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email** \_\_\_\_\_