

TOWN OF RICHLANDS
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POWER SERVICE
INSTALLATION GUIDE FOR ELECTRIC SERVICE

New electrical meter installation or upgrade of existing electrical meter service

- A) Contact the Richlands Town Hall prior to beginning work on all electrical services.
- B) Have a certified electrician to perform the work. He will be responsible for working with the power company to arrange for all needed service work and to arrange for required inspections
- C) Provide specific address or location of work
- D) Obtain Town and County permits as required in accordance with applicable laws
- E) Provide a date when service will be needed
- F) The electrician shall provide connected load information
- G) The electrician will contact the power company for meter base type and location requirements
- H) Provide the necessary daytime telephone or cellular telephone numbers so you or your electrician may be contacted

LOCATION REQUIREMENTS

It is important to install your service equipment and service attachment in the correct location. The meter base shall be located at a power company approved location on the outside building wall. Always contact the power company prior to installation. * **The Town of Richlands Electric Department provides their customers with the meter base in most instances unless otherwise agreed upon.** *

INSTALLATION REQUIREMENTS

- a) **For an overhead electric service** a minimum 2" (large services may require larger conduit) rigid galvanized steel conduit must be properly secured with approved metal mast clamps (2 hole metal straps secured with proper bolts).
- b) There must be a 12 ft. minimum clearance at the lowest possible point of the service drop above yards or walkways, and an 18 ft. minimum clearance at the lowest possible point of the service drop above public streets, alleys and cultivated or grazing areas. The power company will help determine what is required to meet these requirements for the service drop.
- c) When a service mast is required to extend the service entrance through the roof the conduit should extend a minimum of 2' and a maximum of 4' past the roof. (In some circumstances other requirements may apply). If a mast extension is required, it

must be installed at the base of the mast. The meter base shall be properly secured before service will be provided.

- d) The wall shall be capable of supporting the meter base and service entrance properly, possibly by adding supports between the existing studs.
- e) Install the meter base such that the center of the meter base is not less than 5 ft. and is not more than 6 ft. from the finished grade. If backfilling is to be done later, the meter base may be higher than 6 ft. provided that an adequate and safe platform is installed until backfilling is completed. This must be done prior to service being provided.
- f) Entrance conductors to extend a minimum of 2 ft beyond the service head. The power company makes connections to these conductors. Adequate wire is needed at this point for safe connections and for any future work that may be required.
- g) Ground connectors shall not pass through or be connected within the meter base. The driven ground rods and clamps shall be beneath the final grade.
- h) Clear and maintain the right of way for the service drop. A 5 ft or more clear area should always be maintained around the power poles, transformers and metering equipment. Trees and shrubs should never be placed beneath the service drop or near the meter base. Service personal shall be permitted free and safe access at all reasonable hours to the premises for the purpose of installing, reading, testing, and removing meters or other power company owned equipment. Maintain the meter location such that it is out of the way of pedestrian and vehicular traffic and is easily accessible without damage to property or risk of personal injury.
- i) A clear, safe area is required around the meter base for reading, maintenance and repair. The meter base and service should never be built around or enclosed. If structural changes are to be made contact the power company prior to work being performed so the service can be safely relocated as needed.
- j) Only power company employees may perform disconnection of service entrance equipment from the service wires. Customers or their electricians must not attempt this or any subsequent reconnection. Only power company employees shall cut the seal or remove the electric meter from the socket. Contact the power company prior to any work being performed involving the meter service.
- k) Antennas, lead-in conductors and guys shall not be attached to the service mast or to poles or similar structures carrying electrical conductors. It is recommended that any antenna be installed at least one and one half times its height away from power lines.
- l) **For an underground electric service** a minimum 3" electrical conduit is required (large services may require larger conduit).
- m) An underground service conduit shall be installed with a minimum of 2' of cover with a marking tape installed above the conduit.
- n) Other conduits installed in the same ditch for television or telephone shall be installed a safe distance above the power conduit.
- o) The power company shall inspect the installation prior to the conduit being covered.
- p) One joint of rigid galvanized steel conduit shall be installed on the service pole for protection of the service entrance, unless other arrangements are made.
- q) The power company will install the wire in the conduit unless other arrangements are made.
- r) Installation costs are determined based upon the individual project.