

# Electric Service Guide

Application Process Permit Information Service Specifications



# **Applying for Electric Service**

When applying for new electric service, there are steps to follow in an effort to expedite the process. It's a good idea to start with a call to WWVREMC at 800-529-5557.

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# **Application Process**

WWVREMC operations department will schedule an appointment for you to meet with our staking engineer. At the time of the appointment, you will be given an estimate, paperwork and general information.

WWVREMC requires all paperwork, aid to construction costs and deposit (if applicable) to be paid prior to the start of installation of electric service. Paperwork includes application for service, underground agreement, and right of way easement. The signature(s) on the right of way easement must appear exactly as the property is recorded.

#### **CONNECT FEE**

A non-refundable \$50 connect fee will be included on the bill for the first billing cycle.

#### **SECURITY DEPOSIT**

Pending credit approval, WWVREMC may require a security deposit which is payable up front.

#### AID TO CONSTRUCTION

When building you may be asked to pay or contribute to the cost of providing the electric service. If the cost to build your service exceeds the established construction allowance credit, you will be asked to pay the difference before construction begins.

#### PERMITS

Member/builder is responsible for obtaining all electric permits and inspections required by their respective county.

#### **TEMPORARY ELECTRIC SERVICE**

If temporary service is required, the member/builder must provide and install the temporary meter structure. The temporary must be placed within 5' of the placement of the transformer. Some counties require inspection of temporary meter structures.

#### PERMANENT ELECTRIC SERVICE

For permanent installations, member/builder must have meter base installed and inspected by the county building inspector. Once the meter base is installed, please contact our office to see if another site visit is needed by our staking engineer.

#### **TEMPORARY TO PERMANENT ELECTRIC SERVICE**

Upon request of member/builder, once the permanent meter base has been installed, the staking engineer will visit the job site and flag (if necessary) and draw up the permanent service requested. The meter base must be inspected by the county building inspector prior to electric service installation.

#### SERVICE UPGRADES

Service upgrades and/or relocations generally follow the same protocols as new service installations.

#### **GENERATOR HOOK UP**

Member's generator installation must be approved by the county building inspector. The transfer equipment must be installed to meet current NEC standards.

#### WWVREMC EQUIPMENT

No member owned facilities are allowed on WWVREMC poles. WWVREMC equipment must be accessible at all times for maintenance and/or inspection. This includes poles, meter bases, pad-mounted transformers, and all other WWVREMC equipment.

#### **INCENTIVES AND REBATES**

Incentives are available when members purchase and install certain energy efficient equipment. Please refer to our website wwvremc.com or contact our member services department for current program guidelines.

### **County Permits**

It is up to the member or builder to contact the building inspector for scheduling inspections.

COUNTY	PHONE	TYPE PERMIT	
Dearborn County	812-537-8822	Electrical Permit	
Fayette County	765-825-9808	Electrical Permit	
Franklin County	765-647-5731	Electrical Permit	
Randolph County	765-584-8610	Electrical Permit	
Union County	765-458-5044	Electrical Permit	
Wayne County	765-973-9297	Electrical Permit	

### **Meter Base**

- Member furnishes and owns the meter base.
- Meter bases must be U.L. approved.
- All single-phase meter bases rated for 320 amps must be equipped with leveloperated jaw release and bypass. The bypass must be rated to carry the full load capacity of the base.
- The minimum width of a 200 amp underground meter base acceptable for use is 11 <sup>1</sup>/<sub>4</sub>".
- All meter bases must have a swing style latch or other appropriate latch that will prevent unauthorized access and accept a utility padlock or wire style seal.
- All meter base installations must be inspected by the appropriate inspecting authority before electrical service can be connected.
- All installation upgrades and re-wiring of meter bases must be inspected by the appropriate authority, if required by the county.
- Meter bases must be installed according to national, state, and county codes, and according to WWVREMC requirements.
- Meter bases cannot be mounted on homes that do not have permanent foundations. For homes without permanent foundations, bases must be mounted on a meter pedestal.
- Meter bases cannot be located where it will cause a hazard to persons or be subject to damage.
- Meter bases cannot be located in carports, breezeways, enclosed porches, etc. WWVREMC must have full access at all times.
- Meter bases cannot be installed on WWVREMC poles.
- Self-contained meter bases for loads exceeding 400 amps or for all installations requiring current transformers contact WWVREMC.
- Meter bases must be continuous amp rating.
- For double lug meter base installations a disconnect will be required for services to outbuildings, barns, garages, etc.

# **Other Requirements**

- All underground services shall be a minimum of 200 amp.
- When it is determined the new electric facilities will cross other landowners, an easement will need to be obtained by the new member with the affected landowner(s) signature.
- If member owned utilities, hazards or obstacles are not marked and are damaged by WWVREMC or its contractors, it will be the responsibility of the member to repair the damage.
- For three-phase service installations, contact WWVREMC for specifications.
- Underground services must be at final grade and meter height at eye level, minimum 4' from final grade and maximum 6' from final grade.
- WWVREMC must be notified of any hazards or obstacles including member owned utilities (i.e., pipes, septic lines, electrical lines, water lines, etc.) prior to starting construction to extend service overhead or underground. In all cases, obstacles must be clearly marked and/or exposed.

### Call Indiana811 Before You Dig!

Call 811 to have all utility owned underground facilities located and marked. Privately owned facilities will not be located or marked. Allow at least two full working days but not more than 20 calendar days prior to the start of your excavation to have underground utilities marked. You will need to provide a description of the dig site, county, township and street address to properly process your locate request.

### **Wire Chart for Electrical Entrance**

ENTRANCE SIZE	WIRE SIZE	NEUTRAL	CONDUIT PER NESC AND NEC	COPPER CLAD GROUND WIRE	GROUND Rods
Copper					
100 amp	#4	#6	1 ¼"	#6	5/8" x 8'
200 amp	#2/0	#1/0	2"	#4	5/8" x 8'
320	#350 MCM or two 2/0 to 200A panels	#4/0	2 ½"	#2 or two #4 to single rod	5/8" x 8'
Aluminum					
100 amp	#2	#4	1 1/4"	#6	5/8" x 8'
200 amp	#4/0	#2/0	2"	#4	5/8" x 8'
320	#350 MCM or two #4/0 to two 200A panels	#4/0 or MCM	3"	#2 or two #4 to single rod	5/8" x 8'

#### **SPECIFICATIONS**

The five drawings in this service specification guide are for installing a new service or upgrading an existing service.

These drawings include:

- 1. Overhead service for a temporary unit used while under construction.
- 2. Underground service for a temporary unit used while under constructions.
- 3. Overhead service with meter installed on house.
- 4. Underground service with meter installed on house.
- 5. Underground service to a customer-built meter pedestal.

Occasionally, a specification may be needed for some other service than mentioned above. In this case, please consult with the Operations Department for instructions and details.

#### NOTE

- Reference service entrance rating requirement for entrance cable per the National Electric Code.
- Exceptions to this are the jurisdiction of the local building inspector.

the National Electric Code.

# Installation must always be in accordance with the rules set in the latest revision of

### **Temporary Unit**

### **Served From Overhead Lines**

Furnished and installed by customer or contractor



#### NOTE

Neutral wire must be marked.

#### NOTE

Member to install the temporary unit. A REMC representative will determine where the unit will be set by meeting with contractor or member.

# **Temporary Unit**

### **Served From Underground Lines**

Furnished and installed by customer or contractor



#### NOTE

Member to install the temporary unit. Set temporary unit 5' from transformer or pedestal on the right side (looking at lock).

# **Meter on Building**

### **Overhead Service**

The member or electrician will install all grounding, meter base, and complete entrance up to and including the weatherhead.

For a two-story or bi-level with the entrance below overhang, an eyebolt must be installed for REMC attachment.



#### NOTE

Neutral wire must be marked.

### **Underground Service (Minimum 200 amps)**

The member or electrician will completely install the meter base and entrance and will make all connections in circuit protection device. Member will make connections on bottom lugs of meter base. REMC will install service in member's conduit and make connections on top lugs of meter base.



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# **Electric Vehicles**

### Do You Own an EV (Electric Vehicle)?

Do you plan to install an EV charger at your new home? WWVREMC is here to offer guidance for members who drive all-electric vehicles. Please discuss your EV charging needs with our staking engineer on his visit to properly size our equipment.

Don't forget to ask us how you may qualify for an Enel X JuiceBox Level 2 charger – **AT NO COST** – for your new home installation.\*

\*Certain program requirements apply.

### Do You Plan to Install Solar or Wind?

To assist members, we have developed a streamlined process that will ensure all members continue to have safe, reliable, efficient and cost-effective electricity. Please discuss your plans with our staking engineer on his visit.

More information can be also found on our website wwvremc.com.

# Contact

Us

 WEB
 www.wwvremc.com

 PHONE
 765-458-5171 / 800-529-5557

 FAX
 765-458-9091

 E-MAIL
 engineering@wwvremc.com



101 Brownsville Ave. P.O. Box 349 Liberty, IN 47353