



# CITY OF WEATHERFORD-ELECTRIC UTILITIES RESIDENTIAL BUILDING PACKET

Please Fully Complete Packet, Indicate Not Applicable for Anything That Does Not Apply

### GENERAL INFORMATION

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

- 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 DISPATCH - (817) 598-4257

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



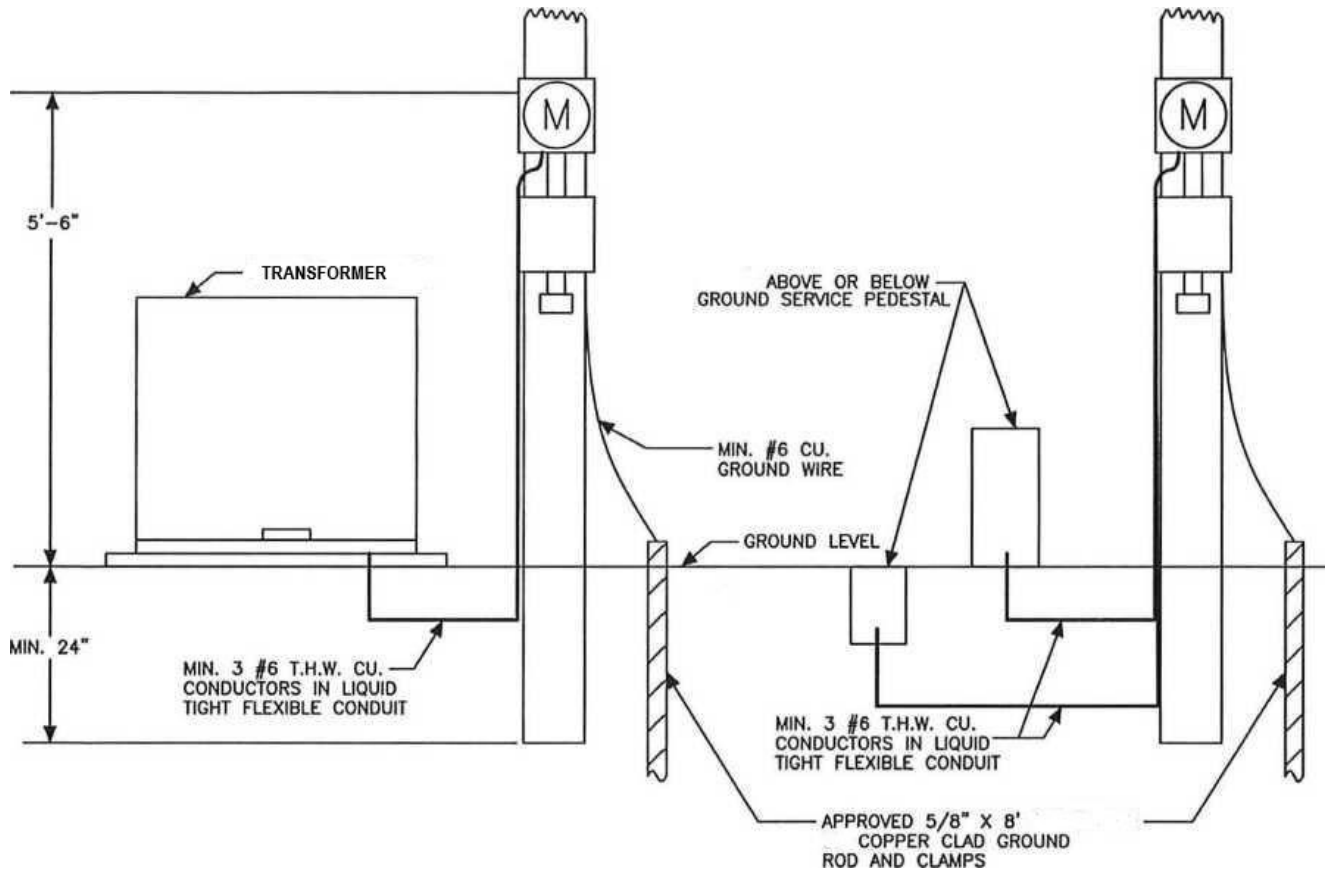
## REQUIREMENTS FOR RESIDENTIAL SERVICE EXTENSION

### Underground Service

1. **Utility Installation Requirements:** Owner/Builder/Contractor 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.
2. **Utility Installation Requirements:** City of Weatherford Electric Utilities shall determine/specify the size of conduit to be installed by Owner/Builder/Contractor.
3. **Utility Installation Requirements:** All PVC conduit joints shall be cleaned, primed, and glued.
4. **Trench / Bore 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.
5. **Trench / Bore 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.
6. **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.
7. **Utility Installation Requirements:** Electrical service conduit shall be installed to within 18-inches of the front corner of the transformer and/or secondary utility handhole. Conduits shall be capped and marked indicating the conduit end. If the conduit end is not indicated by a marker, Owner/Builder/Contractor will be required to expose the conduit end before electric service is provided.
8. **Utility Installation Requirements:** Conduit meter riser shall be vertical and supported to the structure.
9. **Utility Installation Requirements:** Conduit meter riser shall be installed on the bottom left side of the meter base and directly under the buss bars.
10. Permanent meter base shall be supplied by the customer and meet City of Weatherford Electric specifications included within this packet.
11. **Outside Disconnect:** 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:** Weatherford Electric will not accept any form of secondary tap can, wire way, or race way ahead of the City's Meters.
13. Owner/Builder/Contractor is responsible to contact **Electric Utility Dispatcher** for conduit inspection prior to covering ditch line.
14. **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.
15. **Underground Utility Locates:** Owner/Builder/Contractor is required to call Texas 811 (cable locating services) prior to installation of electrical temporary pole and conduit installations.
16. Contact **Customer Service Department** to request an electric meter once metering facilities have been inspected and approved by City Inspections representative.
17. **Construction Charges:** All applicable construction charges shall be paid prior to connecting and energizing the permanent service.



### 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.



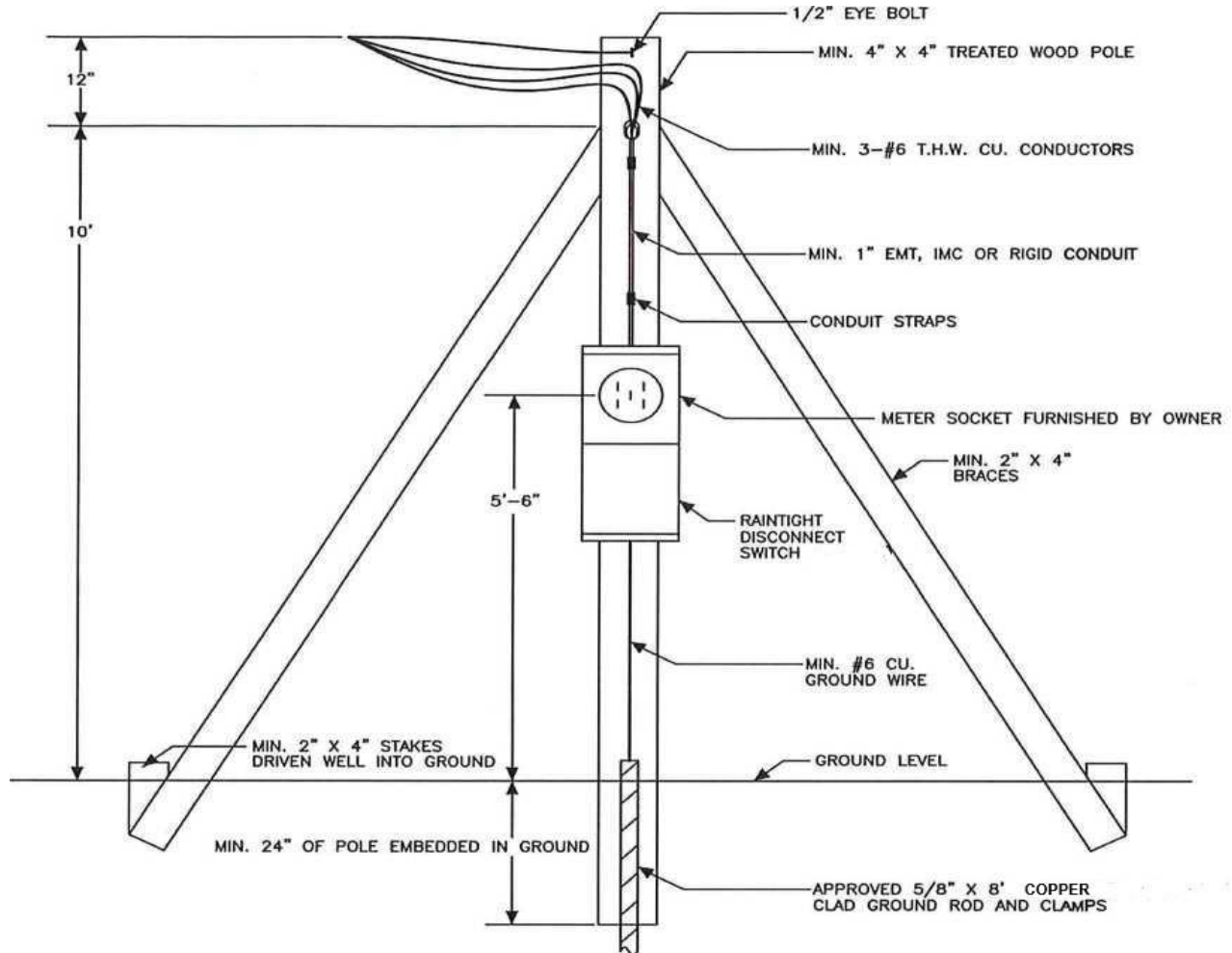
## REQUIREMENTS FOR RESIDENTIAL SERVICE EXTENSION

### Overhead Service

1. Contact **Utility Dispatch** to schedule a site meeting where existing overhead electric distribution facilities exist, to determine location of nearest service supply pole.
2. **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.
3. **Construction Charges:** All applicable construction charges shall be paid prior to connecting and energizing the permanent service.
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:** Property owner assumes all responsibility for maintenance of trees and for risk of damage caused by overhead service conductors to residence, other structures, and trees located on owner's property both at the time of installation and in the future resulting from Owner/Builder/Contractor option to request overhead service conductors.
6. Permanent meter base shall be supplied by the customer and meet City of Weatherford Electric specifications included within this packet.
7. **Outside Disconnect:** 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.
8. **Utility Installation Requirements:** Weatherford Electric will not accept any form of secondary tap can, wire way, or race way ahead of the City's Meters.
9. **Temporary Electric Pole:** Owner/Builder/Contractor will provide and install the temporary metering facilities including the meter base.
10. **Temporary Electric Pole:** Temporary electric pole shall be installed no more than 75 feet away from Utility Pole.
11. **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).



### 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.





## METER BASE SPECIFICATIONS FOR 200A & 320A

---

- 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).

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** \_\_\_\_\_

*Weatherford Electric Utilities  
City of Weatherford  
917 Eureka Street  
Weatherford, TX 76086*

*Ph: 817-598-4257  
Fax: 817-598-4140  
For Conduit Inspections: 817-598-4257  
[www.weatherfordtx.gov](http://www.weatherfordtx.gov)*