

Residential Construction

Single Family, Duplex, Triplex, and Accessory Dwelling Units

This is an outline of the process to get electrical service to new residential services. The steps below are generally sequential and divided by the customer responsibility and Seattle City Light's (SCL) responsibility.

Customer Responsibilities Prior to Construction:

1. Contact SCL for an Application for Electric Service
2. Review SCL *Requirements for Electrical Service Connection (RESA)* (www.seattle.gov/light/electricservice) and have plans drawn up
3. Submit application with scaled drawings (3 copies each)
 - Site plan with the building footprint and desired location of the service entrance
 - Legal description of the property
 - Load calculations
4. Mail or deliver all materials to:
Seattle City Light, Attention: Intake Desk, 1300 North 97th Street, Seattle, WA 98103-3220

SCL Responsibilities Prior to Construction:

5. Review application and plans
6. Prepare design and determines charges
7. Give customer technical details of service and send customer bill for installation charges

Customer Responsibilities Prior to Connection of Service:

8. Install new Service
9. Call Department of Planning and Development, or if outside of Seattle, the local jurisdiction, to inspect the service. If inspection passes, inspector signs permit as [ready for service, subject to Seattle City Light...]
10. Remit payment for SCL installation charges
11. Notify SCL that service is ready for power

SCL Responsibilities Prior to Connection of Service:

12. Inspect the service
 - If the service meets SCL requirements, it is approved and given to SCL crew to connect
 - Or**
 - Notify the customer there are corrections to be made before the job is sent to crew
13. Connect the service, install the meter and open the account for energy billing

Commercial/Industrial Multi-Residential and Plat

In order to get your project started Seattle City Light (SCL) requires the following:

1. Completed Application for Electric Service

2. Scaled Drawings (3 copies each)

- Architectural site plans showing exact dimensions and location of buildings with respect to property lines and profile to street/lanes
- Civil drawings showing water, sanitary and storm sewers, as well as all new utilities on public and private property
- Registered legal description of property
- Detailed electrical drawings for proposed building including meter room detail, riser diagram and electrical load calculations
- Elevation and section view drawings of structures including vaults. Note clearances from SCL power lines.
- One-line electrical diagram

3. Mail or deliver all materials to:

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Note: a complete set of architectural drawings is not needed. Please submit the specific drawings requested above.

4. Revisions: SCL must be notified of all revisions to the plans that will affect the electrical service installation

The Process

The key milestones in the service planning and installation process are:

Service Entrance Location and Preliminary Service Charge

In order to obtain an estimate of SCL service charges, we require: a legal description, site plan, load calculations, riser diagram, preferred service voltage and location

Material Procurement – Critical Path Item

Lead-time for many electrical components can be lengthy; for example, primary electrical cables and transformers require a minimum of 12 months once the order is placed. Primary voltage switching equipment can require up to 18 months once the order is placed. The procurement order will be placed 5 working days after the customer initiates or commits to the project (payment or contractual obligation)

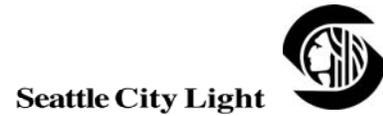
Installation

Responsibility for installation is divided in the following manner:

- Supply and installation of most civil materials and labor on private property is the customer's responsibility. SCL engineers will give an estimate for the civil work to extend the distribution system for multi-lot developments
- All civil work done by the contractor must be inspected by SCL
- Supply and installation of all electrical material (for example, transformers, and cable) will be by SCL

Customer Guide

Electrical Service Connection



- Pole installation on public rights-of-ways will be done by SCL. Primary voltage wires and poles will not be placed on private property
- Customer's contractor will install metering sockets and enclosures. SCL will provide the current transformers and the meters
- Submit final electrical design and associated drawings

Service Installation

The project will be scheduled for service installation upon receipt of:

- Necessary approvals from appropriate authorities, including electrical inspection, from the electrical permitting authority and inspection from SCL
- Execution of all required documents, including contracts, rental agreements, operating agreements, transportation agreements and easements as required
- Completions of metering identification, addressing of spaces and receipt of electrical room keys
- Payment of electrical connection and construction fees