

Getting Started: Initial Requirements for Electrical Service

This chapter covers the basic customer requirements and procedures for initiating new electrical services connections by Seattle City Light (SCL). It provides a general overview for all customers, though specific requirements may vary depending on the scope of the project.

Service Areas

A map of SCL's service area can be found at http://www.seattle.gov/light/newconstruction/nc_area.asp. All residential and most commercial customers will be working with a SCL Customer Engineering Representative according to the customer's project location either north or south of Denny Way. Large commercial and industrial customers will work with SCL's Electric Service Engineers.

SCL also has four network areas: Downtown Seattle, South Lake Union, First Hill, and the University District. Special requirements related to SCL's network areas are discussed further in Chapter 8, "Primary & Secondary Services in Network Areas."

Advance Notice

In many cases, SCL will be required to perform various planning, procurement, or work tasks in order to meet the customer's service needs. For some of these tasks, SCL has established advance notice requirements to ensure that it can complete the task(s) required within the customer's timeframe.

Following are SCL's advance notice requirements for several service-related tasks:

NEW OR ADDITIONAL ELECTRIC SERVICE The customer must contact SCL's Customer Engineering Unit or Electric Service Engineering several months before service is required to determine what kind of service is available at the customer's building site.

MAJOR WORK OR EQUIPMENT FOR COMMERCIAL/INDUSTRIAL CUSTOMERS SCL may need up to 18 months notice if the customer's new service makes it necessary to procure special equipment, to do major engineering, or to extend the distribution system. SCL cannot order any of the necessary equipment until adequate load information has been provided via SCL's Electrical Service Application <http://www.seattle.gov/light/newconstruction/>

DISCONNECT OF SERVICE OR METER Small or residential projects which need to have a service or meter disconnected, require advance notice. Large services and on-site transformers will need a minimum of two month's notice.

SERVICE EASEMENTS Where service easements will be required (e.g., when service lines cross one lot to serve another), the customer shall contact Seattle City Light at least three months before the planned service date. For details see Chapter 2, "Easements."

CONNECTION The customer needs to notify SCL when the City of Seattle Department of Planning and Development (DPD) inside Seattle or the State Department of Labor and Industries (L&I) or other agency outside Seattle, has approved the customer's service for connection. Additional prerequisites for connection are discussed throughout this document.

THREE PHASE MOTORS For advance notice requirements relating to three-phase motors, see Chapter 12, "Motors and Special Loads."

Submission of Plans *

For new services or for rewire of existing services (including triplexes or larger multi-residential structures), the customer shall submit a plan package for SCL review and comment.

The plan package shall contain the following elements:

A plan set which includes:

1. A site plan including:
 - Any building on the property
 - Street designations and project address per DPD or L&I
 - Proposed location of service entrance, switchgear, and meter centers
 - “North” and directional arrow
 - Property boundary designations
2. Legal description(s) (as required)
3. Elevation drawings
4. Diagram of floor plans with unit designation
5. A project schedule
6. A load summary and schedule
7. A paving plan, if applicable
8. Billing and owner information
9. Completion of SCL's Application for Service <http://www.seattle.gov/light/newconstruction/>
10. A riser diagram showing:
 - The size of the main disconnect or bus
 - A detailed sketch of the proposed route of service conductors from the service termination point to the main disconnect or bus
 - The size, type, and number service conductors
 - Provisions for metering

* Note: Chapter 12, “Motors and Special Loads,” covers submission of plans for motors and special equipment.

Service Contracts

The customer may be required to sign a service contract before the electrical service is connected. SCL's Customer Engineering Representative or Electric Service Engineer, as applicable, will determine whether a service contract is required and can assist with establishing the terms of the contract. See page 2 for contact information.

Permit

The customer is responsible for obtaining all necessary permits, and for verifying permit requirements with their local jurisdiction. The customer must pay all permit and inspection fees.

Energy Code Compliance and Requirements

The customer's building may have to comply with the current City of Seattle or King County Energy Codes. Customers should contact their building inspector in the applicable jurisdiction to verify code compliance requirements.

Service Connection Prerequisites

CHARGES After receiving customer plans, SCL will determine charges for service work based on the size of the service, the service location, and the work required to connect it to our system. The charges must be paid prior to the work being done.

CODE AUTHORITY INSPECTION AND APPROVAL SCL will not connect to the customer's service conductors until the proper code authority has inspected and approved the service for connection.

SERVICE CONNECTION SCL will make service connections only after all applicable SCL requirements have been met. The customer's responsibilities as delineated herein, in a service letter, contract and/or agreement with the Utility must have been fulfilled. All SCL inspections must have been completed and the project approved before connection.