Seattle City Light

Seattle City Light
Electric Service Application Package

This package includes:

1. Application for Electric Service
2. Customer Service Application Instructions
3. Customer Guide
4. Completeness Guideline
5. SCL Service Approval Checklist

Please submit completed applications to:

Seattle City Light
1300 N. 97th St., ATTN: Intake Desk
Seattle, WA 98103-3320
Questions?
206-233-APPS
(206-233-2777)
Email:SCLserviceapplications@seattle.go

Application For Electric Service

Seattle City Light

For SCL Use Only:
Service Request #

Project Information

Check for building & working clearances required from power lines. www.seattle.gov/dclu/Publications/cam/cam122.pdf

Service Address _____					☐ Construction Clearance Only
Project Name _____					
Construction Type	☐ Single	☐ Duplex	☐ Triplex	☐ Accessory Dwelling Unit	# of Lots _____
☐ Apartments	☐ Condominium	☐ Townhouses	☐ Mixed	☐ Commercial/Industrial	# of Buildings _____
	☐ Multi-lot	☐ Unit Lot Subdivision		☐ Building Infrastructure	# of Units _____

Service Details

Plans may not be required for residential single phase overhead services of 400amps or less.

☐ Demolition Date Service Removal Required _____ Existing Service Size: Amps _____ Volts _____

Permanent Service	**Temporary Service** Use separate app for 3-phase Temp
☐ Overhead ☐ Underground Date Required_____	☐ Overhead ☐ Underground Date Required_____
Service Size: Amps _____ Volts _____	Service Size: Amps _____ Volts _____

Structure

☐ New Building ☐ Alteration to Existing Explain: _____

Electrical Load Details

Heating Type ☐ Electric ☐ Gas ☐ Other ☐ Street Lights Required

If electric:	# Units	Load					**Interconnection**
				Largest motor	_____	hp	
Heat (wall)	_____	_____	kW	Starts/8 hours	_____		System Generation _____ kW
Furnace	_____	_____	kW	Locked Rotor Amps	_____	Amps	☐ Solar ☐ Bio-gas
Baseboard heat	_____	_____	kW	Connected motor load	_____	kW	☐ Wind ☐ Fuel Cell
Dryer	_____	_____	kW				☐ CHP
Water tank	_____	_____	kW	Other _____	_____	kW	☐ Production Meterbase
Range	_____	_____	kW				
Hot tub/sauna	_____	_____	kW	Total Single phase	_____	kW	
Heat pump	_____	_____	kW	Total Three phase	_____	kW	
Air conditioner	_____	_____	hp	**Total connected load**	_____	kW	

I agree that the information on this application is correct to the best of my knowledge. I understand that any changes made to the above information or attached documents may increase the time and costs required for Seattle City Light (SCL) to provide service to the project. Applications that are incomplete after 60 days may be discarded.

_____ _____ _____

Authorized Representative *Signed* *Date*

Mail to: Seattle City Light, Attention: Intake Desk, 1300 N 97th St, Seattle, WA 98103-3320

For questions call or e-mail the SCL Application Intake Desk at:

206-233-APPS (206-233-2777) / SCLserviceapplications@seattle.gov

CONTACT INFORMATION

Project name _____

Application For Electric Service

Seattle City Light

New service address

Owner

Contact person

Office phone | Cell phone

Fax number

Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Primary contact for changes/decisions on this project?

General Contractor / Developer

Contact person

Office phone | Cell phone

Fax number | Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Electrical Contractor

Contact person

Office phone | Cell phone

Fax number | Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Architect

Contact person

Office phone | Cell phone

Email

Engineer

Contact person

Office phone | Cell phone

Email

Project Supervisor / Onsite Coordinator

Contact person

Office phone | Cell phone

Email

Mail to: Seattle City Light, Attention: Intake Desk, 1300 N 97th St, Seattle, WA 98103-3320
For questions call or e-mail the SCL Application Intake Desk at:
206-233-APPS (206-233-2777) / SCLserviceapplications@seattle.gov

Customer Service Application Instructions

Seattle City Light

This instruction sheet is to be used to help you fill out the Customer Service Application. The instructions are formatted to help you box by box. Mail completed application package to:

Seattle City Light
1300 N. 97th st.
ATTN: Intake Desk
Seattle, WA.98103-3320

If you have any questions regarding your application Call:

206-233-APPS
(206-233-2777)

Or Email:

SCLserviceapplications@ seattle.gov.

Project Information

Project Name

The name which you want to use for the site being developed.

Service Address(es)

The address or addresses that are assigned to the site being developed.

Construction Clearance Only

If you need to move or modify any electrical infrastructure, check this box.

Construction Type

If you are constructing a duplex, triplex or (detached) accessory dwelling unit, you must provide a riser diagram/one-line showing the service rating for each unit.

Single Family

One structure with one address. If you are developing a single family home, check the box.

Duplex

One structure with two addresses. If you are developing a duplex, check the box.

Triplex

One structure with three addresses. If you are developing a triplex, check the box.

Accessory Dwelling Unit

An Accessory Dwelling Unit (ADU) is a room or set of rooms in a single family home that has been designed or configured to be used as a separate dwelling unit. A Detached Accessory Unit (DADU) is a room or set of rooms located in a separate structure that shares a lot with a single family home, which has been designed or configured to be used as a separate dwelling unit. If you are developing an ADU or DADU, check the box.

Apartments

One structure with one address and multiple unit numbers. If you are developing apartments, check the box.

Condominiums

One structure with multiple addresses and possibly multiple unit numbers. If you are developing condominiums, check the box.

Townhouses

Multiple structures with multiple addresses on one site. If you are developing townhouses, check the box.

Mixed-Use

One structure with multiple addresses and residential and commercial units. If you are developing a mixed-use facility, check the box.

Commercial/Industrial

One structure with once address that is not a residence. If you are developing a commercial or industrial use building, check the box.

Multi-Lot

Multiple structures with multiple addresses on multiple lots. If you are developing a multi-lot development, check the box.

Unit Lot Subdivision

Multiple structures with multiple addresses on one lot. If you are developing a sub-division, check the box.

Building Infrastructure

If you are just building the infrastructure with no homes, check the box.

Customer Service Application Instructions

Seattle City Light

of Lots

If you are developing a multi-lot, please indicate the number of lots being developed.

of Buildings

Please indicate the number of buildings in your development.

of Units

Please indicate the number of units in your building(s).

Service Details

Demolition

If you are demolishing an existing structure, check the box.

Date Service Removal Required

The date which you like the existing service to be disconnected.

Existing Service Size

Please enter the ampacity and voltage of the existing service to be disconnected.

Permanent Service

If you want an overhead service, check the 'overhead' box. If you want an underground service, check the 'underground' box.

Date Required

The date in which you would like your service to be energized. If you do not know the exact date, please use an approximate date.

Permanent Service Size

The nameplate ampere rating of the main service disconnect, main service bus or main busing in the service entrance panel. This is the total expected service size of the site.

Temporary Service

If you want an overhead service, check the 'overhead' box. If you want an underground service, check the 'underground' box.

Date Required

The date in which you would like your service to be energized. If you do not know the exact date, please use an approximate date.

Temporary Service Size

The nameplate ampere rating of the main service disconnect, main service bus or main busing in the service entrance panel. This is the total expected service size of the all loads to be connected.

Structure

If you are constructing a new building, check 'New Building' box. If you are altering an existing building, check the 'Alteration to existing' box and explain what you are planning to do. Use a separate sheet of paper if necessary.

Electrical Load Details

Heating Type

If your heating is electric, check the 'Electric' box, check the appropriate load type box and indicate the load and/or size. If your heating is gas, check the 'Gas' box. If your heating is something else, check the 'Other' box.

Streetlights required

If you need to streetlights installed, check the box.

Interconnection

If you will be generating power and backfeeding into the SCL power grid, indicate the load. Check the box corresponding to the generation type. If you have a production meterbase, check the box.

Contact Information

Please fill out completely so your project team may be contacted accordingly to complete your project accurately and efficiently.

Customer Guide

Electrical Service Connections

Seattle City Light

This is an outline of the process to get electrical service to new electrical services. The steps described below are typically sequential and divided by the customer responsibility and City Light's responsibility.

Customer

1. Obtains a *Service Application Package* by contacting SCL or visiting the SCL new construction web site (www.seattle.gov/light/NewConstruction).
2. Reviews SCL *Requirements for Electric Service*, SCL *Service Approval Checklist* and has plans drawn up.
3. Complete and submits application with supplemental documents and drawings as described in the completeness guideline.
4. Meet with Seattle City Light Electric Service Representative at the site to determine the location of the new electrical service entrance equipment.

City Light

5. Reviews application and plans. SCL may require additional documents. See completeness guideline.
6. Prepares design and determines charges.
7. Gives customer technical details of service and sends customer bill/invoice for installation charges.

Customer

8. Installs new Electrical Service Entrance equipment. (i.e. weatherhead, meterbase, CT cabinet, switchboard, etc.)
9. Calls 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. Pays the SCL installation charge.
11. Notifies SCL that service is ready for power.

City Light

12. Inspects the service. If it is approved, the request is forwarded to SCL crews to connect. If corrections are needed than the customer is notified of the changes required.
13. Connects the service, installs the meter(s) and opens the account(s) for energy billing.

Seattle City Light, 1300 N. 97th st.,ATTN: Intake Desk, Seattle, WA 98103-3320

Phone: 206-233-APPS(2777) e-mail: SCLserviceapplications@seattle.gov

Completeness Guideline
All Services

Seattle City Light

Project Name: _____

Service Address: _____

Please choose the type of service you are using, and submit the information from the appropriate lists with your application for electric service.

Single Family, Duplex, Triplex and ADU use List A (two copies of each)
Apartments, Condos, Townhouses, Unit Lot and Multi-Lot use Lists A & B (three copies of each)
Commercial, Industrial, and Mixed Use use Lists A, B, & C (three copies of each)
Items on List D are required only as specified by Seattle City Light

For SCL Use Only:
Check if missing

List A

Site Plan - showing:

- ☐ North arrow ☐
- ☐ Correct street names and building address ☐
- ☐ Desired service entrance and meter location ☐
- ☐ Building foot print and unit layout(s) with dimensions and location of building with respect to property lines, streets, alleys, sidewalks and driveways ☐
- ☐ Existing electrical services ☐
- ☐ Existing and proposed easements ☐

List B

Load Calculation - including:

- ☐ Total electric heating (kW) ☐
- ☐ Size of electric hot-water tank (kW)* ☐
- ☐ Size of heat pump (ton, kW, or horsepower) and additional electric resistive heating element (kW) ☐

Electrical One-line/Riser Diagram

- ☐ Meter and/or CT locations ☐
- ☐ Panel sizes ☐
- ☐ Amount of wire and wire sizes ☐

Additional Site Plan Information

- ☐ Final finished-grade elevations ☐
- ☐ New and existing streets, alleys, sidewalks and driveways ☐
- ☐ Existing and desired locations of SCL electrical power facilities (poles, below-grade vaults and handholes, pad-mounted electrical equipment) ☐

List C

Building floor plans showing existing and proposed locations of in-building SCL transformer vaults, conduits and customer's electric rooms ☐

Additional Load Information:

- ☐ Total HVAC compressors/pumps (kW) ☐
- ☐ Electric motors (horsepower and kW) ☐
- ☐ Total freezing/cooling (restaurants, stores, distribution warehouses) ☐

Project Name: _____
Service Address: _____

compressors/pumps (kW)
☐ Starting-current of soft-start devices on electric motors larger than 15 horsepower (amperes or %)
☐ Emergency power services
☐ Known future loads (kW)

Additional Riser Diagram Information
☐ Desired Voltage, single or three-phase
☐ Total and individual main disconnect sizes (Amperes)
☐ Proposed service terminations (terminal enclosures, current-transformer enclosures, cables or bus bars into SCL transformer vaults)
☐ Meter diagrams showing from which SCL facility each meter is fed
☐ Number, size and material (aluminum or copper) of customer's NEC-sized cables or bus bars proposed to enter SCL facilities
☐ Backup generation and associated open-transition transfer switches
☐ Co-generation (industrial) or Interconnection (non-industrial)
☐ Protective devices between SCL and customer high-voltage equipment (for primary-voltage services)

List D

☐ **Legal Description / Survey** (if property lines are created or modified)

☐ **Civil drawings** (for underground services and pole work) - show existing and new underground utilities (water, gas, sewer, telephone, cable TV, etc)

☐ **Approved street/alley paving plans** (for work in the right-of-way or in private streets/alleys, including setting or moving SCL poles or underground facilities)

☐ **Building Elevation drawings:** plan and elevation views (if building(s) or work is near overhead distribution wires)

☐ **Street/pedestrian light**
☐ Existing and proposed locations (including conduits & handholes if UG).
☐ Total Load (KW)
☐ Proposed service point(s)

☐ **Pedestal Meterbase Drawing** (if meter is mounted on a pedestal or similar)

☐ **Electronic Drawing Submittal**
- Expedites SCL engineering work on Residential Plats and other major projects
- Submit in AutoCAD 2006 format, or earlier version
- Use AutoCAD eTransmit command if available to attach support files
- Consult with engineering if drawing is larger than 10 MB.

* electric instant-hot-water heaters are not allowed per Seattle Municipal Code 21.49.030.

SCL Service Approval Checklist

Seattle City Light

SR Number:_____	Service Address:_____

METERING

- ☐ Ye ☐ N — Service signed off "ok for service" by the local inspecting agency? Sticker should be in place on the meter socket.
- ☐ Ye ☐ N — Meter socket installed properly?
  - ☐ Ye ☐ N — Attached firmly to the wall/pedestal?
  - ☐ Ye ☐ N — If Flush mount socket, does it extend out from the wall far enough to provide for seals or locks to be installed?
- ☐ Ye ☐ N — Are meter jaws in correct position and number per RESC?
- ☐ Ye ☐ N — 3' by 3' flat level working area in front of the metering equipment and a min. 7'1" in height per NEC?
- ☐ Ye ☐ N — At least 10" from the center of the meter socket to any obstructions?
- ☐ Ye ☐ N — Is there 5-7' to the center of the meter socket from finished grade?
- ☐ Ye ☐ N — Corrosion inhibitor on the lugs for the entrance conductor?
- ☐ Ye ☐ N — Meter sockets and entry doors marked with the appropriate unit numbers or addresses?

IF MAST STRIKE

- ☐ Ye ☐ N — Service mast a minimum of 2" rigid steel?
- ☐ Ye ☐ N — Mast properly supported?
  - ☐ Ye ☐ N — Are there at least 2 points of attachment above any couplings?
  - ☐ Ye ☐ N — Guy wires or stiff legs if over 26" tall or service drop over 100'
- ☐ Ye ☐ N — Strike knob installed at least 18" above the roof?

IF WALL STRIKE

- ☐ Ye ☐ N — Strike knob installed within 24" of the weatherhead?
- ☐ Ye ☐ N — Strike knob installed into a structural member of the building with minimum 4" by 3/8" galvanized lag screws?

OVERHEAD SERVICE DROP CLEARANCES

- ☐ Ye ☐ N — Strike point on the building between 12' and 20' from finished grade?
- ☐ Ye ☐ N — 3' radius path of clear space between the utility pole and the strike point on the building?
- ☐ Ye ☐ N — 11' minimum clearance from finished grade and 18'over streets and alleys?
- ☐ Ye ☐ N — 3.5' min clearances over the roof or 8' if less than a 4:12 pitch? (only18" required within 3' of the weatherhead)
- ☐ Ye ☐ N — 11' vertical or 3' horizontal clearance from pedestrian accessible areas? -Porches, Decks etc.
- ☐ Ye ☐ N — 3' clearance from sides, bottom and front of operable window openings?
- ☐ Ye ☐ N — Conductor clear neighboring properties and have 5' from any neighboring structures?

UNDERGROUND SERVICE

- ☐ Ye ☐ N — Is the total degree of bends less than 270 degrees?
- ☐ Ye ☐ N — Are all bends 3" rigid steel with 36" radiuses?
- ☐ Ye ☐ N — Is the conduit riser installed on the face of the pole?
- ☐ Ye ☐ N — Is there 4.5" clearance between the conduit riser and pole?
- ☐ Ye ☐ N — Is trench located on the customer's property or within easement area or right of way?
- ☐ Ye ☐ N — Will the conduit have 18' of cover on private property and 36' of cover in easement areas or right of way.
- ☐ Ye ☐ N — Is the trench free of debris and have a bedding of sand?
- ☐ Ye ☐ N — Does the conduit enter the meter base in the proper location per the RESC?
- ☐ Ye ☐ N
- ☐ Ye ☐ N

UNDERGROUND SERVICE WITH HAND HOLE

- ☐ Ye ☐ N — Is the correct size and type of hand hole installed as indicated on the customer sketch?
- ☐ Ye ☐ N — Are conduits installed in the proper layout as indicated on the customer sketch?

CT SERVICE

- ☐ Ye ☐ N — Is the proper size CT can installed?
- ☐ Ye ☐ N — Does the CT can have a side hinged cover?
- ☐ Ye ☐ N — Conduit from CT can to meter base installed per RESC?
  - ☐ Ye ☐ N — If PVC, is additional #12 green wire included?
  - ☐ Ye ☐ N — Any junction boxes from CT can to meter base?
  - ☐ Ye ☐ N — Have conduit runs over 50' been approved by meter division?
- ☐ Ye ☐ N — Correct number and size of wire required for service per NEC?
- ☐ Ye ☐ N — 6' excess wire in CT can per RESC?
- ☐ Ye ☐ N — 2' excess wire in meter base per RESC?

OTHER

- ☐ Ye ☐ N
- ☐ Ye ☐ N
- ☐ Ye ☐ N

SCL Signature:

Date: **Pass:**☐ **Fail:**☐

SCL Service Approval Checklist

Seattle City Light

COMMENTS