

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