



TEMPORARY ELECTRICAL SERVICE

A. INTRODUCTION

This guide will provide customers with the necessary information to install temporary electrical services quickly, conveniently and as economically as possible. Temporary electrical service is defined as a means of supplying electricity to a construction site while provisions are being made for permanent electrical service. In most instances, temporary service is required prior to the installation of the permanent electrical system. The cost of installing and removing transformers and/or high voltage lines for the sole purpose of providing temporary service is to be paid by the customer requesting service.

Temporary electric service may be either un-metered or metered. Un-metered temporary service is intended for incidental power requirements related to construction (interior lighting, saws, compressors, painting equipment, etc) of residential single family dwellings. In all other cases, metered temporary services are required; including: powering heating systems, area lighting, construction buildings or recreational vehicles.

The customer's responsibilities in temporary electrical services are summarized below:

1. Apply for electrical service at the Richland Development Center located at 840 Northgate Drive. The application must include electrical service requirements, or proposed energy needs, so the City can determine the availability, location, and conditions for service. A representative from Energy Services will review the location of service route, and other associated information at the time of application for service. Pay necessary service fees associated with the application. In addition to the application for service, apply for an electrical permit at the Washington State Department of Labor and Industries – Electrical Inspection (L&I) in Kennewick, Washington.
2. Install temporary service post or pedestal and all associated equipment in an agreed upon location. Provide all trenching, conduit, and backfilling as required to obtain electric service.
3. Call the State L&I Electrical Inspector for inspection and approval of the temporary electrical equipment and conductors.
4. Call Power Operations Division to schedule service hook-up.
5. When temporary service is no longer required, contact the Power Operations Division to request temporary service disconnect.

B. BUSINESS OFFICES AND CONTACT INFORMATION

| Office | Location | Phone |
|--|---|-------------------------|
| Electrical Engineering Division | 625 Swift Blvd., Richland | 942-7403 |
| Work Scheduling Power Operations Division | 2700 Duportail Street, Richland | 942-7421 or 942-7423 |
| Electrical Inspections, Washington State Dept of Labor & Industries | 4310 W. 24 th Ave., Kennewick | 735-0138 |
| Underground Utilities Locating Requests (Call Before You Dig) | | 1-800-424-5555 |

C. FEES

A non metered temporary construction service is provided for a flat fee of \$225, for a period of three months, or until permanent service is installed (which ever comes first). The non-metered service may be extended for an additional three-month period for an additional \$225 fee.

Metered temporary service may be required for construction services with large loads or multiple dwellings. A metered temporary service is provided for a flat fee of \$225 plus the cost of the energy usage. Energy usage will be billed in accordance with the appropriate rate schedule. Please provide billing information to the Engineering staff.

Temporary service requiring the City to extend overhead or underground facilities, or install transformers, will require additional costs. Check with the Electrical Engineering staff for an estimate of charges and other requirements.

Temporary electric service beyond a 6-month period are classified as "Extended Term Services". Extended term services may be provided on a contract/cash payment basis. A representative from Electrical Engineering will provide more detail relating to this option.

D. GENERAL SPECIFICATION APPLYING TO OVERHEAD AND UNDERGROUND SERVICE

1. If a meter is not required, jumper through the meter base with code approved jumpers and install a glass cover prior to inspection by the State Electrical Inspector. Where a meter is required, the meter needs to be a mounted 4 ½ to 5 ½ feet above grade.
2. Meter post braces should be a minimum of 2" x 4" lumber with stakes solidly driven into the ground and firmly attached to the braces. Special care should be taken when installing these braces; please be sure they do not block access to the door of the transformer. Free standing service equipment is allowed, however, it must be solidly mounted to allow installation of meter.
3. Do not mount temporary service pole in a location that will conflict with the trenching required for the permanent service conduit.

E. SERVICE SPECIFICATIONS FROM UNDERGROUND SOURCE (Attachments 1 & 2)

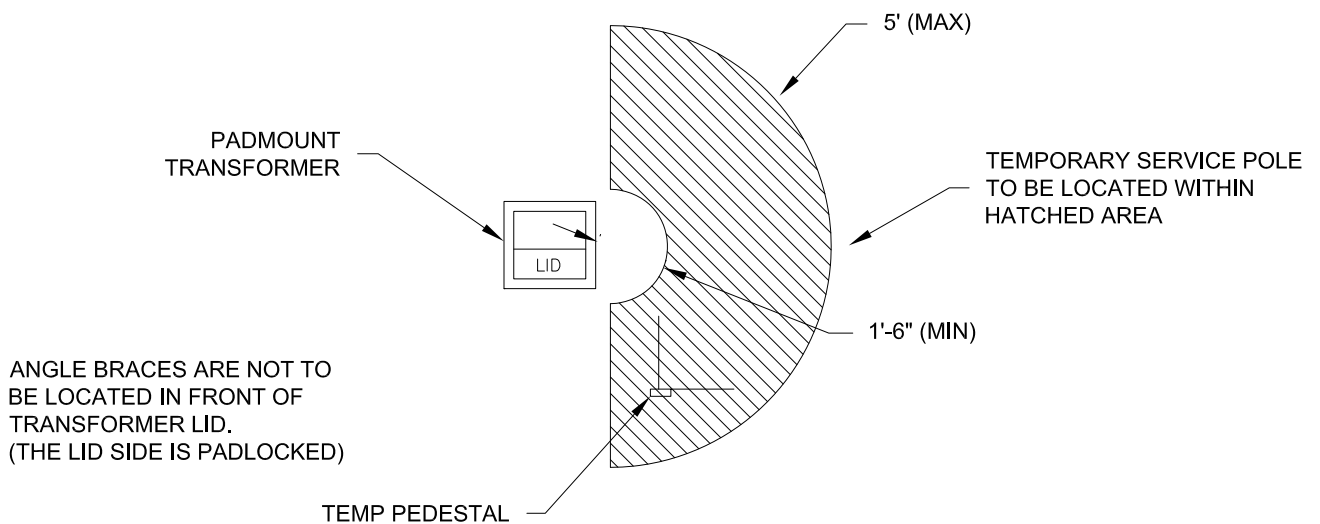
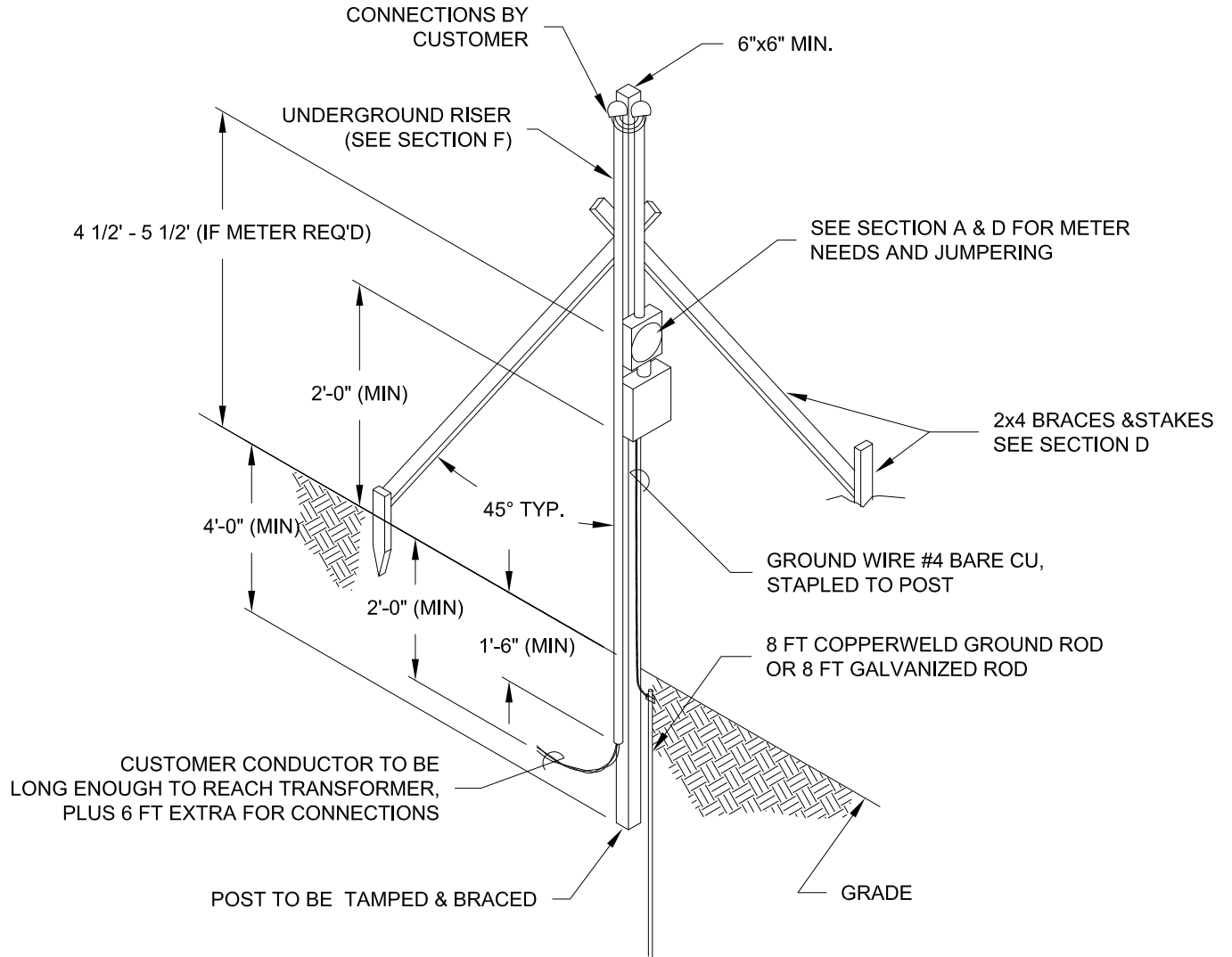
1. Customer provides all trench and backfill.
 - a. When trenching to the power source, dig up to the transformer vault, J-box, or pole leaving a 36" x 36" x 36" deep area for crews to work.
 - b. When trenching to a conduit stubbed out near a property corner, dig up to the stub, exposing it and leave a 36" x 36" x 36" deep area for the City crew to work.
 - c. If customer's property has no stub out ducts, then customer must provide one or two 3" Schedule 40, conduit(s) from the transformer to the property corner as direct by Electrical Engineering staff. The conduit(s) will be used for both the temporary service and at a later date the permanent service conductors. Excavation within road right-of-ways or public utility easements requires a "Use Permit" issued by the City's Public Works Department.
2. Provide and install underground temporary service conductors in Schedule 40 PVC conduit, complete with connectors and fasteners. Service entrance conductors need to be minimum #8 copper or #6 aluminum. The conduit should extend a minimum of 18" below ground line. If the temporary service cables are direct buried, they should be 24" deep minimum. Customer will provide all trench and backfill.
3. Provide sufficient service conductor to reach the transformer, plus 6 feet for making connections. The City will route the service conductor into the transformer box and make the connections. Special note: The City will not splice customer conductors. If your conductor is

too short to be connected in the transformer, the conductor must be replaced with longer conductor prior to connection by City crews.


4. When an existing conduit is used for temporary power that is intended to be used for permanent power, it will be necessary to remove the temporary service conductor before the permanent service conduit system can be completed. At this point temporary service will no longer be connected and customer must make other arrangements for temporary power.

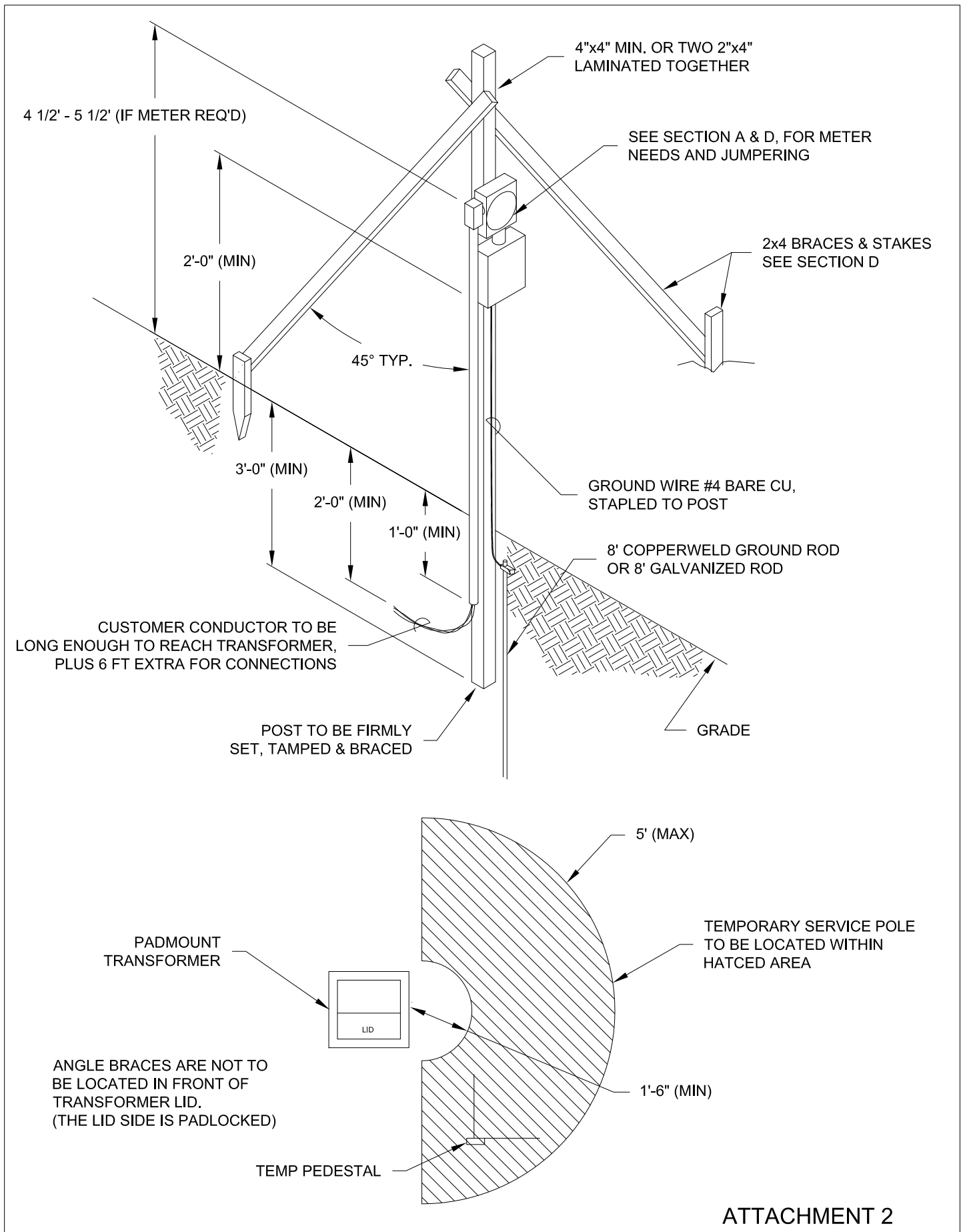
F. SERVICE SPECIFICATIONS FOR OVERHEAD SOURCE (Attachment 3)

1. The City will provide and install the overhead service drop; customer will need to provide and install service post and all materials shown on drawing. Post shall be a minimum 6" X 6" in size.
2. The service post should be located a minimum of 10 feet, and no further than 50 feet, from our nearest distribution pole. Service length requirements that exceed 50 feet must have prior approval of Electrical Engineering staff. Call before installing service equipment.
3. Service drop clearance requirements are as follows: 15 1/2 feet minimum over private ground, including driveways; 15 1/2 feet over streets and alleys; and 24 feet over state highways.



ATTACHMENT 1


| | | |
|---|--|---|
| DRAWN BY: WR APPRD. BY: BT REV #: 1 | TEMPORARY SERVICE REQUIREMENTS FOR UNDERGROUND SOURCE TOP ENTRY |  12/10/10 SVUGTMP1 SHT: 1 OF 3 |
|---|--|---|



ATTACHMENT 2

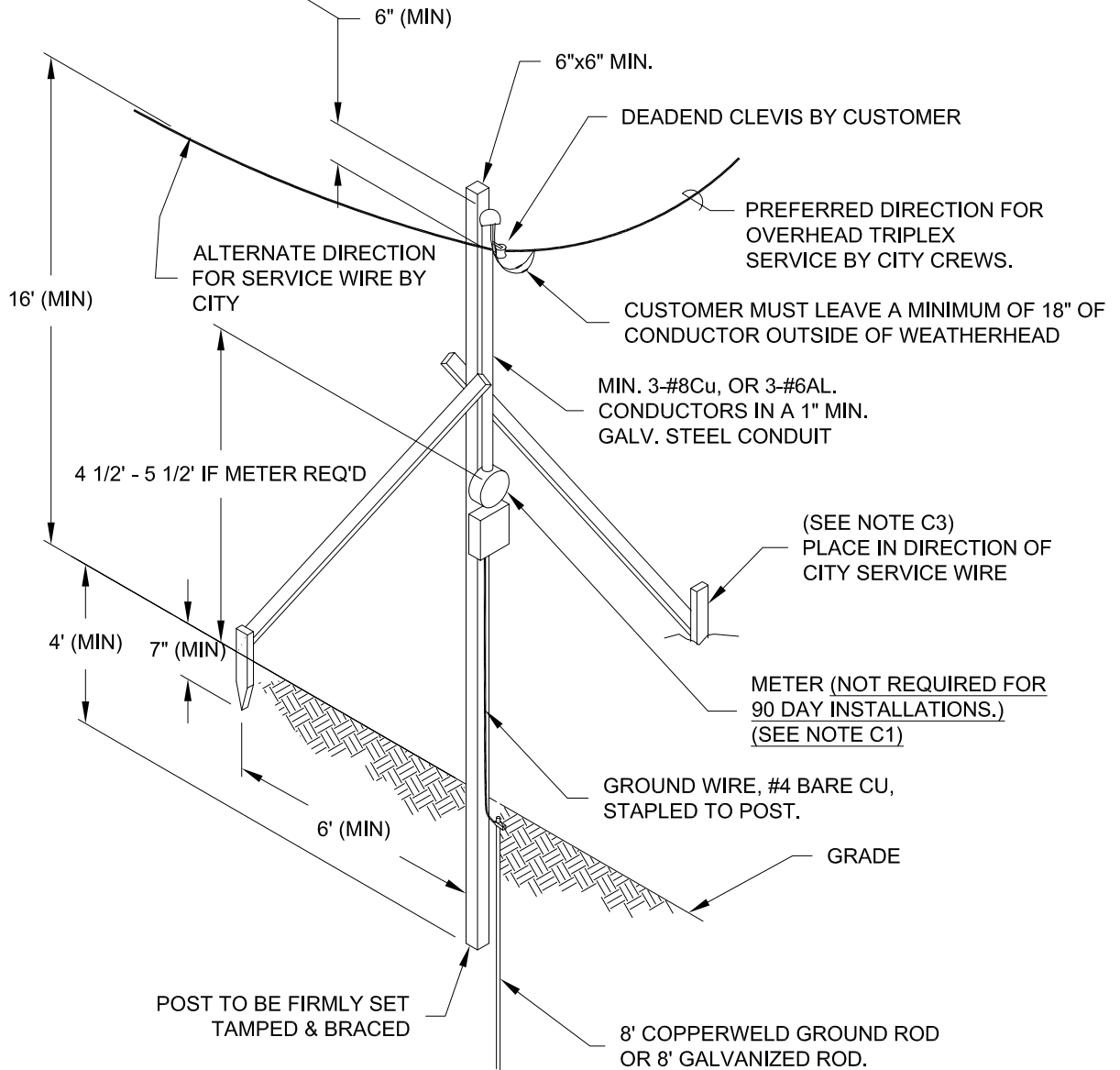
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TEMPORARY SERVICE REQUIERMENTS
FOR UNDERGROUND SOURCE
BOTTOM ENTRY

| | |
|---|----------------------------|
|  | <p>ENERGY SERVICES</p> |
| | <p>12/10/10</p> |
| <p>SVUGTMP2 SHT: 2 OF 3</p> | |

SERVICE WEATHERHEAD SHALL GO TO THE TOP OF THE POST. THE MOUTH OF THE WEATHERHEAD MUST BE A MIN. OF 6" ABOVE THE DEADEND CLEVIS

CUSTOMER MUST LEAVE A MINIMUM OF 18" OF CONDUCTOR OUTSIDE OF WEATHERHEAD.



NOTE:
 INSTALL TEMPORARY SERVICE POLE AT
 LEAST 10', BUT NOT MORE THAN 50'
 FROM THE CITY'S POWER POLE

ATTACHMENT 3

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| DRAWN BY: WR |
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| REV #: 1 |

TEMPORARY SERVICE REQUIREMENTS
 FOR OVERHEAD SOURCE

R ENERGY SERVICES

12/10/10 **SVOHTMP1**
 SHT: 3 OF 3