



Commercial/Industrial

Are You Ready For Electric Service?

IMPORTANT!

If the site is not ready when we arrive to install service, your timeline may be significantly delayed. To be considered ready for service, you must complete the items on the checklist below.

Electric Service Checklist

Locate, mark, or expose any private buried obstructions or underground facilities such as a well, drain tiles, septic/mound system and/or underground yard lighting -with stakes, spray paint or flags.

If you are unable to properly locate and mark your privately owned buried facilities, you can hire a contractor to do it for you.

Prepare the ground around the building and along the service route to within 6 inches of the final grade. ***Applies to underground service only.***

Install the UPPCO approved meter socket at the agreed upon meter location. ***Applies to both underground and overhead service.***

A minimum 10-foot wide path is cleared along the service route from the property line to the meter location. There are no dirt piles or construction materials in the way.

I have completed and am ready to submit the following:

Commercial/Industrial **Application for New Service**

Commercial/Industrial **Credit Application**

Electric Load Survey Form

Site Sketch & Liability Waiver (signed)

Electronic Site Plan (final/approved)

- ♦ ***Electronic site plans must be in AutoCAD AND Microstart format.***

Construction Plans

- ♦ ***Construction plans must be in PDF format.***

Easements - If applicable (signed)

Electrical Inspection completed by County or State

- ♦ ***Service will not be energized until UPPCO receives the Electrical Inspection.***

Signed Contract and Payment (if applicable)

- ♦ ***You will receive your contract from UPPCO AFTER you submit your Application for New Service and a site visit has been performed.***



Service Entrance Requirements

- The National Electric Safety Code requires an unobstructed working space that extends from the floor or ground to a minimum height of 6 feet, 6 inches. For electrical equipment mounted higher than 6 feet, 6 inches, this space shall extend to the top of the equipment.
- For underground service laterals, the top of all meters shall be between 4 and 6 feet from the finished grade.
- For overhead service drops, the top of all meters shall be between 4 and 6 feet from the finished grade.
- There shall be a minimum distance of 3 feet of unobstructed working space, measured from the meter face, in front of all electric and natural gas meters.
- A 3-foot minimum separation between natural gas and electric facilities is required.
- The preferred termination of service laterals is on the outside of a building.
- Only approved meter-mounting devices and termination equipment are to be used.
- Meter locations shall be free from excessive moisture, vibrations and heat.
- Locating your meters on the gable end of the building is strongly encouraged to avoid damage from ice and snow. If you have a metal roof, a snow and ice shield is mandatory (provided by customer) on the pitched side of the building. Please work with your Designer on specific snow and ice shield requirements.
- See sketches on the next page for clearance requirements. See [Section 2 of the Electric Service Manual](#) for complete clearance requirements.

SCAN FOR
ELECTRIC
SERVICE
MANUAL



See next page for **Other Important Details** list

CONTACT UPPCO CUSTOMER SERVICE

(906) 449-2014 | customerservice@uppcocom | uppcocom

UPPCO and/or its agents are not responsible for damage that occurs to customer-owned underground facilities that are not properly located and marked before electric service installation.

Other Important Details:

It's important to contact UPPCO if there are changes to your site.

When your service requirements are met and we are notified that your site is ready, service installation typically begins within 15 business days.

After the electric service is installed by UPPCO and your Electrical Inspection is received, the meter is typically set and energized within three business days.

Timelines are dependent on the complexity of your job, weather, road restrictions, and crew availability.

Winter Construction Charge may apply.

We will make every effort to work with your preferred timeline, but reserve the right to make the final call on site readiness and other timeline factors.

