NEW SERVICE ELECTRIC SERVICE CHECKLIST

Required	Completed	
		INFORMATION GATHERING:
		Contact EDE Call Center to initiate project (800-206-2300)
		Submit site plan in AutoCAD by "AutoDesk" 2011 or prior format (.DWG)
		Submit completed load sheet
		Submit electrical one-line diagram
		Copy of Recorded Plat submitted
		Special Municipal requirements:
		Underground ordinance
		Other:
		Meter location established and acceptable to EDE
		Transformer location established and acceptable to EDE
		Other:
		DESIGN CONSIDERATIONS:
		Permits Required for EDE to Obtain:
		MoDOT Roadway
		County Roadway
		Municipal Roadway
		FAA
		Corps of Engineers
		Railroad
		Other:
		Easement Required and Executed:
		Onsite
		Offsite
		Job Surveyed and Staked:
		Right of way
		Easements
		Other:
		EDE review and approval of customer generator transfer switch
		Other:
		CONSTRUCTION & SERVICE CONSIDERATIONS:
		Tree Trimming:
		Customer responsibility
		EDE responsibility
		Site Graded:
		Rough (6" to final)
		Final (to grade)
		Customer Installed Primary/Secondary Conduit System:
		Installed per EDE specifications
		Pull string installed
		Primary – 36" minimum cover (top of conduit)
		Secondary – 30" minimum depth to the bottom of the ditch
		EDE's inspection of conduit system
		Transformer pad site ready
		Service Cables:
		Residential – EDE provides and installs service cables to meter location
		Non-Residential – EDE provides and installs service cables to meter location
		Service Trenching Installation:
		Empire Dug Service
		Customer Dug Service - Installed per EDE specifications
		Maximum of180° radius per single installation when adding all elbow degrees (perferred method 2-90° elbows)
		30" minimum depth to the bottom of the ditch
		Service Conduit Size:
		2" Schedule 40PVC in Ground; Schedule 80 PVC on Structure; Galvanized Rigid Steel Elbows
		3" Schedule 40PVC in Ground; Schedule 80 PVC on Structure; Galvanized Rigid Steel Elbows
		4" Schedule 40PVC in Ground; Schedule 80 PVC on Structure; Galvanized Rigid Steel Elbows
		Other:
		Other:
		METER BASE INSTALLATIONS:
		Correct Type and Size Meter Base Installed (see EDE Requirements For Electric Service Manual–Sections xxxx,xxx):
		Meter base installed on house (Line of Sight); Meter base shall not be flush mounted
		Meter Pole Provided by EDE
		Meter Loop Provided by EDE for a charge
		Meter Loop Provided by Customer
		Meter Pedestal - EDE Lease Charge Applies
		Meter Socket Properly Installed (see EDE Requirements For Electric Service Manual–Sections xxxx,xxx):
		Securely fastened to wall (not flush mounted)
		3' to 6' above finished grade - Multi Meter Pack Installations
		4' to 6' above finished grade - Standard Installations
		5' to 6' above finished grade - CT Metering Installations
		Protective Bushing Required for PVC and Grounding Bushing for Rigid Steel for meter base connection
		No Center Installation of conduit allowed on meter socket
		Unobstructed work space left in front of meter socket - minimum 30" wide x 42" deep x 6'6" high
		Minimum 5/8" x 8' copper clad steel ground rod and ground wire properly installed
		Intersystem Bonding Termination Bar installed between meter base and groundrod and connected to groundwire
		Meter socket marked with address labels
		CT's obtained from EDE
		Other:
		FINAL INSTALLATION REQUIREMENTS:
		Line extension contract executed and returned
		Aid to Construction Charges Paid In Full Prior to Construction
		EDE credit approval
		Customer inside wiring completed and approved by local inspection authority
		Main breaker in the off position
		All material installed per EDE Electric Service Manual
		Other:

Upon completion of the above job requirements, please contact your EDE Primary Point of Contact to establish a project construction schedule.