
STEPS FOR UNDERGROUND/OVERHEAD SERVICE INSTALLATION AND HOOK-UP

Complete the following steps in the order listed below:

1. Builder must fill out the Load Data Sheet, page 2 below, and return it to Hyrum City's Power Department. We use the sheet to document inspections and size the service wire/conduit. We will not perform the required trench inspections without a Load Data Sheet. The builder and Hyrum City Power will meet to determine if the service will be underground or overhead.
2. Do not begin work on the service installation before receiving the service design from Hyrum City's Power Department. Any work done that does not meet the Hyrum City Power Department design is at risk of having to be re-done at the cost of the builder/customer.
3. The building site requiring service must have its address marked and visible from the street.
4. For underground service--Dig a trench (30" minimum depth) between the power source and meter equipment.
For overhead service—Skip to step 7.
5. Install the conduit specified by Hyrum City Power (4" minimum for 3 phase service) to the power source, connect to existing conduit. The meter riser must be aluminum and strapped to the foundation. Call Hyrum City (24 hours in advance) at 435-245-6033 to schedule a required inspection of the trench and conduit prior to backfilling.
6. After you have passed the conduit and trench inspection, cover the conduit with 4" of sand (to prevent the possibility of the conduit being damaged by backfilling with local soil), then 8" of soil. Approximately 1 foot directly above conduit, place red plastic electrical warning tape--3" wide over service, 6" wide over primary-- that reads, "Caution—Buried Electric Cable Below". Leave a tail of warning tape sticking out of the ground at the meter riser and power source. Backfill the trench to final grade.
7. Hyrum City will stick a U.G. Service Inspection Verification label to the inside of the meter base upon completion and inspection of the trench and conduit.
8. Contact Cache County for a power to panel inspection. When you pass the power to panel inspection . . .
9. At this point, you MUST have passed the building Dept. power to panel inspection.
For underground service—RE, install the wire in the conduit, make the connections in the transformer and meter/CT cabinet. Hyrum City will set the meter.

For overhead service--The builder/customer will provide the wire from the weatherhead to the meter. Hyrum City will provide the wire for the overhead service from the source up to the weatherhead, make connections and set the meter.

HYRUM CITY ELECTRICAL DEPARTMENT
COMMERCIAL ELECTRIC POWER SERVICE REQUEST

LOAD DATA SHEET
COMMERCIAL STRUCTURE
Underground/Overhead Electric Service Feed

Architect/Engineer/Builder/Contractor:

Please submit this form for each commercial structure to be served by Hyrum City Power by means of an underground or overhead service wire. Using the NEC code to size the service wire is acceptable. However, Hyrum City can potentially use the information submitted on this sheet to de-rate the wire size upon request. Also, this form is necessary for Hyrum City to track the required inspections. **Hyrum City will NOT perform any inspections without this form.** Submit the form by email: Bballard@hyrumcity.com , by fax 435-245-4758, or by delivery to the address 60 West Main, Hyrum, UT. By signing this document, you are hereby acknowledging that the information provided is accurate and that you take responsibility for this information up to and including financial cost for the replacement of Hyrum City equipment due to any inaccuracies contained herein.

Contractor Contact Information:

Contractor/consultant name _____
Contact person _____ Day phone # _____
Cell phone # _____ Fax # _____ Best contact time a.m. p.m.
E-mail address: _____

Customer (Owner) Contact Information *Complete this section if owner and contractor are separate individuals*

Name _____
Mailing address _____ City, State Zip _____
Day phone # _____ Cell phone # _____ Best contact time a.m. p.m.
E-mail address: _____

Service Information *This section is required*

New service address _____ City, State Zip _____
New service address coordinates (if applicable) _____

Subdivision name _____ Phase _____ Lot # _____ Block # _____
If known, nearest pole or padmount # (pole/equipment tag, 10 or 12 digits) _____

Service panel size: _____ amps Size of building: _____ total sq. ft.

Load List			
Type	Description	Added Load	Units
HVAC/Refrigeration Equip.			Tons
Largest Motor (code: _____)			HP
Fans/small motors/pumps/compressors			HP
Electric Heating (space/water)			kW
Equipment with large power requirement			kW

HYRUM CITY ELECTRICAL DEPARTMENT
COMMERCIAL ELECTRIC POWER SERVICE REQUEST

Distance between service hookup (power source) and meter equipment: _____ ft.

Special conditions and/or requests _____

Main source of heat: *gas* *propane* *electric* If electric: *heat pump* (___ tons) *furnace*
If air conditioning: *evaporative cooler* *central air* (___ tons) *heat pump* (___ tons) *other*

Would you like Hyrum City Electrical Department to determine the size of the underground service wire?
 Yes *No*

Expected building completion date (*mm/dd/yyyy*) _____

It is important to provide the most accurate information available as it is used to design the facilities to serve your requested load. You may want to consult a licensed electrician or engineer prior to providing the information. Changes to load after submitting this information may delay design and potentially impact cost.

Please sign and date this form

Applicant or representative signature

Date

Please email or fax completed form to: . Bballard@hyrumcity.com , or by fax 435-245-4758,

or delivery to 60 West Main, Hyrum, UT.