



## Applying For New or Revised Electric Service

Dear Customer:

ComEd is happy to assist you in initiating new or revised electric service to your location.

Please complete, sign and return the attached service and meter application to your ComEd representative – you may wish to have your electrical contractor assist you in completing it. Please call 1-866-NEW ELEC (1-866-639-3532) to have a ComEd representative assigned to your project. Please have the zip code of your project site ready.

This new service application form is an important first step in initiating electric service. ComEd depends upon the information contained in it to schedule site visits, design your electric delivery service, prepare contracts, schedule construction work and set up your electric account.

Additionally, ComEd may need to secure permits from local municipalities to perform required work, so be sure to accurately complete and promptly return your service application. Please also be aware that it is the customer's responsibility to coordinate work with other involved utilities. Again, you may wish to consult your electrical contractor for assistance in this area.

After your electric service application is received, your ComEd representative will review it. You or your electrical contractor may be contacted for further information or clarification. In addition, site visits by ComEd personnel may be required. Upon the completion of all required information, ComEd will send you contracts and sketches, along with charges if applicable. You must review, sign and return these documents.

Again, the prompt return of these signed documents authorizing ComEd to begin new service installation work is very, very important.

Upon receipt of these signed contracts and sketches, ComEd will finalize a date when crews can begin work on your project. Typically, we will be able to schedule the appropriate resources to begin your project a minimum of six weeks from the time we receive your signed sketches. Please note, that if ComEd crews are required to work outside of normal weekday working hours, overtime labor charges will apply.

Lastly, please keep in mind the following important information regarding your new electric service:

- Some municipalities may require separate Fire Pump and Emergency services. Please remember to include these services on your new service application.
- You may be required to provide easements and space on your property, or inside your building for ComEd equipment.
- Like any other business, ComEd is obligated to obtain all necessary permits before beginning work. Promptly returning accurate and complete documents can help expedite this process.

Please be aware that all customers now have a choice of electric suppliers, electric rates, metering option, etc. For more information, visit our Web site at [www.exeloncorp.com](http://www.exeloncorp.com) or call our Business Solutions Center at 1-877-4-ComEd-1 (1-877-426-6331).

We look forward to working with you.



## Work Scheduling Information

Dear Customer:

ComEd would like to inform you about its work scheduling process for all "new business" and construction-related activities.

This process helps ComEd efficiently allocate its resources and maintain scheduling control and flexibility.

A key element of this process is uninhibited, continuous communication between the customer and the ComEd engineer assigned to the project.

To help ensure the timely completion of new projects, ComEd has identified the following sequence of events -- each one of which must take place:

1. **New Service Application:** wherein customer completes, signs and submits new service application and related documentation.
2. **New Service Application Review:** wherein ComEd reviews completed new service application and, based on submitted information, sends customer all necessary contracts and sketches, along with an itemized list of charges (if applicable) to begin electric service at the customer's location.
3. **New Service Authorization:** wherein the customer reviews, signs and returns contracts, sketches and cost estimates to ComEd authorizing work to begin.
4. **Service Date Determination:** wherein an "in service" date is negotiated between the customer and ComEd; a day that in turn generates a "start work date," which commits ComEd to begin working on the project.
5. **Service Date Confirmation:** wherein four weeks prior to the "start work date," the ComEd project engineer will contact the customer to check on the project's progress and validate the proposed "start work" and "in service" dates. If the customer's project is not progressing as planned and the "in service" date needs to be rescheduled, the "start work" date will be adjusted accordingly. All work rescheduling will be subject to ComEd's workload and resource availability. If the customer's project is progressing as expected and the "in service" date is still valid, the "start work" date will be "locked in" to ComEd's construction schedule and resources will be allotted to the customer's project.
6. **Final Site Inspection:** wherein two weeks prior to the "start work" date, all conduits and pads that are to be provided by the customer must be ready for inspection and approval by ComEd personnel to allow ample time for modification or correction, if necessary. If conduits and pads are not ready for inspection, ComEd may reschedule the planned "start work" and "in service" dates. Please note, unanticipated events such as severe weather or other emergencies may delay the start of planned "work start" or "in service" dates. ComEd makes every attempt to notify its customers as soon as it becomes aware of these situations.






## Service and Meter Application Project Information Sheet

Project Name:

Site Address:

City:

Zip:

Total Number of Service Entrance Locations (meters/switches) Requested:

Legal Name of Entity (Electric Consumer):

Corporation  Partnership  Sole Proprietor  Other:

Tax I.D.:

Existing Account Number:

### Principle(s) to Sign Contracts For Service, Easements, Etc.:

Property Owner:

Phone:

Building Owner:

Phone:

Building Manager:

Phone:

### Mailing Address For Contracts:

Company:

Phone:

Fax:

Address:

City:

Zip:

### Mailing Address For Electric Bills:

Company:

Phone:

Fax:

Address:

City:

Zip:

### Project Contacts:

Consulting Engineer:

E-mail:

Firm Name:

Phone:

Fax:

Address:

City:

Zip:

### Electrical Contractor:

Consulting Engineer:

E-mail:

Firm Name:

Phone:

Fax:

Address:

City:

Zip:

### Other:

Consulting Engineer:

E-mail:

Firm Name:

Phone:

Fax:

Address:

City:

Zip:

### The Following Documents May Be Required:

1. Plat of Survey with legal description of property (for easement, if required)
2. Site Plan showing building relative to property lines – mark service entrance location(s)
3. Civil drawings (showing water, sewer, gas, phone, electric, pavement, grading, etc.)
4. Complete electrical drawings and/or load detail sheets

### Information Provided By:

Print Name:

Signature:

Date:



**ComEd**

An Exelon Company

## Metering Equipment Information

Dear Customer:

To ensure that your location's electric meter equipment can be installed in a correct and timely manner, please have your electrician complete the attached Meter Checklist and return it to your ComEd representative.

For additional metering information, visit our Web site at [www.exeloncorp.com/comed/overview/eci\\_overview.shtml](http://www.exeloncorp.com/comed/overview/eci_overview.shtml) and click on "Information and Requirements For The Supply of Electric Service."

Please be aware that ComEd's System Meter Department must approve the installation of main electrical panels rated 1,200 amps or greater or any switchboard with an unmetered switch. To obtain this approval, four copies of a one-line diagram for the meter-current transformer cabinet and disconnect switch sequence must be submitted to ComEd's System Meter Department at 1919 Swift Drive, Oak Brook, IL 60521.

Please be sure to include the electrical panel's manufacturer and model number. These diagrams may be found in your project's electrical plans or in the manufacturer's specifications for the panel. Talk to your electrical contractor if you need assistance acquiring these documents, and be sure to allow ComEd ample time to receive and review these items. All plans must be approved before service can be livened.

If you have any questions, please contact your ComEd representative.



## Metering Checklist

The following items **MUST** be **COMPLETE** before any meters can be set. (Check all that apply)

### General Requirements:

- If applicable a permit must be obtained prior to ComEd notification and/or approval.
- All fittings must have a CECHA stamp to receive ComEd approval. Fittings must be located in a ComEd approved location.
- All meter sockets must be clearly identified with unit number, fire pump, building meter, etc. on the fitting.
- All units must be clearly identified, using the final unit number, designation and/or address on the unit's breaker panel.
- All load wires must be landed and terminated between the meter socket and unit panels.
- All new and existing services must have required grounds.

### Single-phase Metering:

- A fifth jaw is required at the nine o'clock position of the socket for "WYE" (120/208v) services.
- If there is no bypass handle provided on the socket, jumping studs/horns are required on the line and load connectors of the meter fitting. Meter fitting(s) must be at proper height. Service attachment (I-plate) must be installed in proper location and must be within minimum and maximum height clearances.
- Trees on private property must be trimmed and/or removed as needed by the customer to allow service drop installation.

### Three-phase Self-contained Metering:

- All three-phase, 120/240V, four-wire self-contained meter installations (200 Amps. or less), the high phase must be attached on the right side of the fitting and clearly identified within the meter fitting and at the weatherhead.
- All phases and the neutral must be clearly identified.
- An integrated bypass lever is required for all three-phase, self-contained meter fittings.

### Three-phase Transformer Rated Metering:

- High phase must be in the center position in all current-transformer cabinet installations.
- Please make sure the switchgear size, estimated demand load and voltages have been provided to the Project Engineer. Also, an approved wiring harness must be provided in all current-transformer cabinet installations (per ComEd requirements) when the meter fitting is on the CT cabinet door.

NOTE: When all applicable items are checked off, sign, date and return this form to your ComEd representative. If applicable, a city/village inspection is required in addition to the above ComEd requirements.

I hereby certify that all requirements set forth above for metering installation are complete:

Customer/Contractor Signature:

Phone:

Building/Project Address:

Date: