



Gary Holm  
Director of Public Works

Robert B. Rogde  
Superintendent of Electric

**City of Batavia**  
**Municipal Electric Utility**  
200 North Raddant Rd. • Batavia, IL 60510-2292 • (630) 454-2350

**Application for Electric Service Installation**



Jeffery D. Schielke  
Mayor

William R. McGrath  
City Administrator

**Residential**

*Please Type or Print:*

1. Owner \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Builder \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

3. Electric Contractor Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

4. Address of Building \_\_\_\_\_

5. Lot Number \_\_\_\_\_ Block Number \_\_\_\_\_ Subdivision \_\_\_\_\_

6. Type Building:  Residential  Single  Duplex  Multi-Family

7. **SHOW DETAILED FLOOR PLAN ON AN ATTACHED BUILDING SITE PLAN. PLEASE NOTE, THIS WILL BE USED TO SHOW ACCEPTABLE LOCATION OF METER SOCKET. ANY DEVIATION FROM THIS LOCATION MUST BE APPROVED BY THE ELECTRIC UTILITY.**

8. Type service desired between property line and transformer/service entrance:  Overhead  Underground Service

9. Electric Heat:  Yes  No

10. Requested Voltage \_\_\_\_\_ & Service Amperage \_\_\_\_\_

11. Additional Information: \_\_\_\_\_

**12. SITE MUST BE GRADED TO PLUS/MINUS 6" (SIX INCHES) PRIOR TO SERVICE BEING RUN. BATAVIA MUNICIPAL ELECTRIC UTILITY ASSUMES NO RESPONSIBILITY FOR FINAL GRADES. BUILDER WILL ASSUME ALL COSTS AND RESPONSIBILITIES IF SERVICE IS DAMAGED OR AT UNACCEPTABLE DEPTH DUE TO SITE NOT BEING PROPERLY GRADED.**

By submitting this form the undersigned agrees to abide by and accept the applicable rules, policies, and regulations of the City of Batavia Municipal Electric Utility.

Data submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

**NOTE:** This form is to be submitted with each Building Permit Application and/or Requested Change in Service, and must be approved by the Electric Superintendent before a Building Permit is issued.

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Electric Department Personnel

Additional Comments: \_\_\_\_\_

**Underground Service**

Re-inspection Fee \$ 25.00 per visit

**Electric Department Procedures**

- 1) Determination of location of meter is by the Electric Department
- 2) Inspection of new service
- 3) Call for location after service has been accepted
- 4) Service is run after all utilities have been located

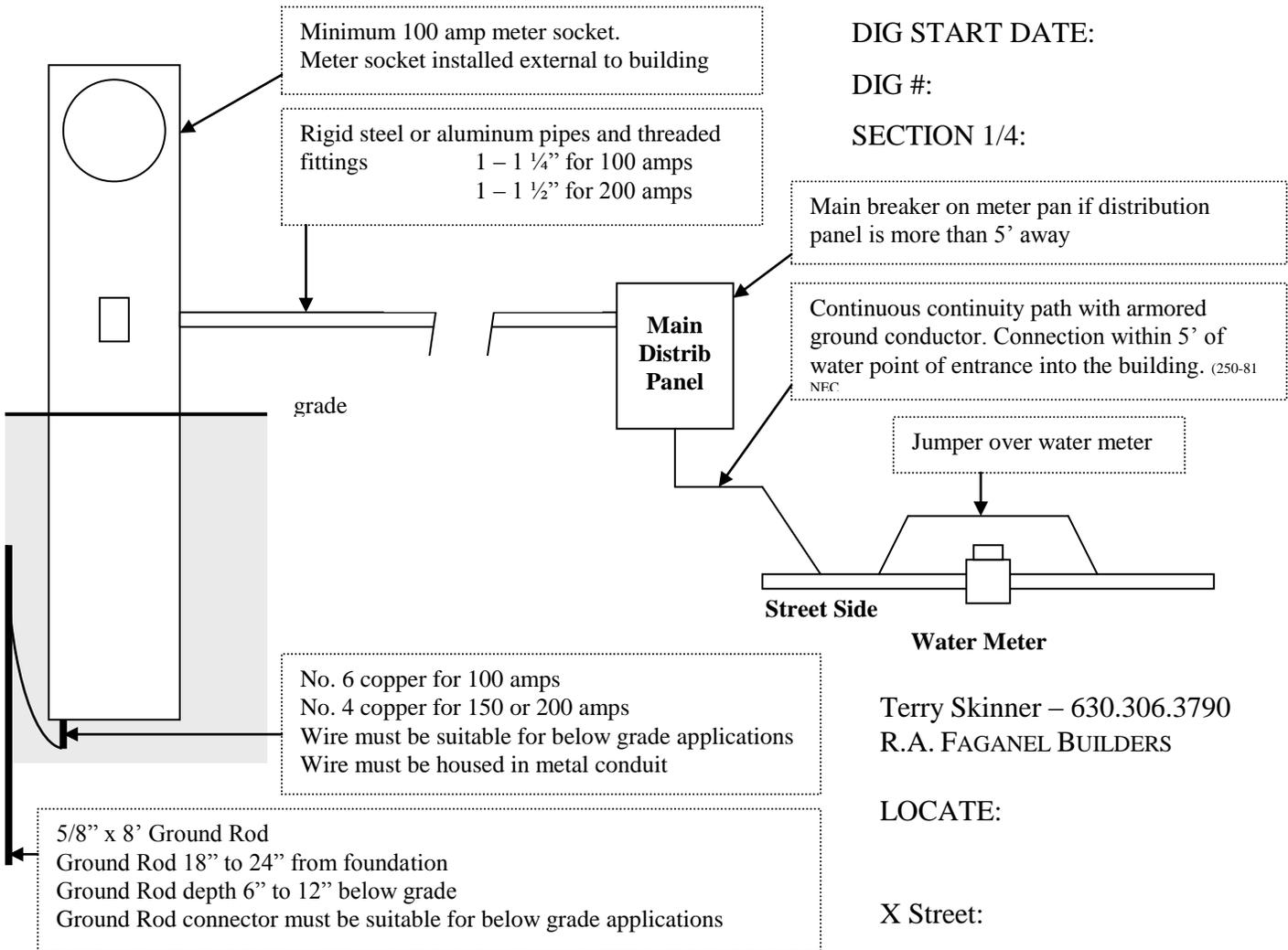
**Checklist**

- |   |  |
|---|--|
| 1. Is meter pan secured properly  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Does meter socket meet minimum requirements                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are conductor sizes appropriate for ampacity *                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Are all conductors copper terminated with compression connectors                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Is main distribution panel within five feet of meter socket                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Is meter socket equipped with a main breaker                                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Is meter socket appropriately grounded **  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Is main distribution panel appropriately grounded **                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Is ground rod 18" to 24" from foundation and top depth 6" to 12" below grade     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Will meter be installed in a location least susceptible to damage               | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Is meter accessible to meter reader   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Is there more than three feet clearance between service and natural gas utility | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Address _____
Date _____
By _____
Comments _____
_____
_____

\* No. 4 str. copper THHN or THWN for 100 amps  
 No. 1/0 str. copper THHN or THWN for 150 amps  
 No. 2/0 str. copper THHN or THWN for 200 amps

\*\* No. 6 copper for 100 amps, protected  
 No 4 copper for 150 or 200 amps, protected  
 (solid or stranded okay)



**DIG START DATE:**

**DIG #:**

**SECTION 1/4:**

Terry Skinner – 630.306.3790  
 R.A. FAGANEL BUILDERS

**LOCATE:**

**X Street:**

# Overhead Service

Re-inspection Fee \$ 25.00 per visit

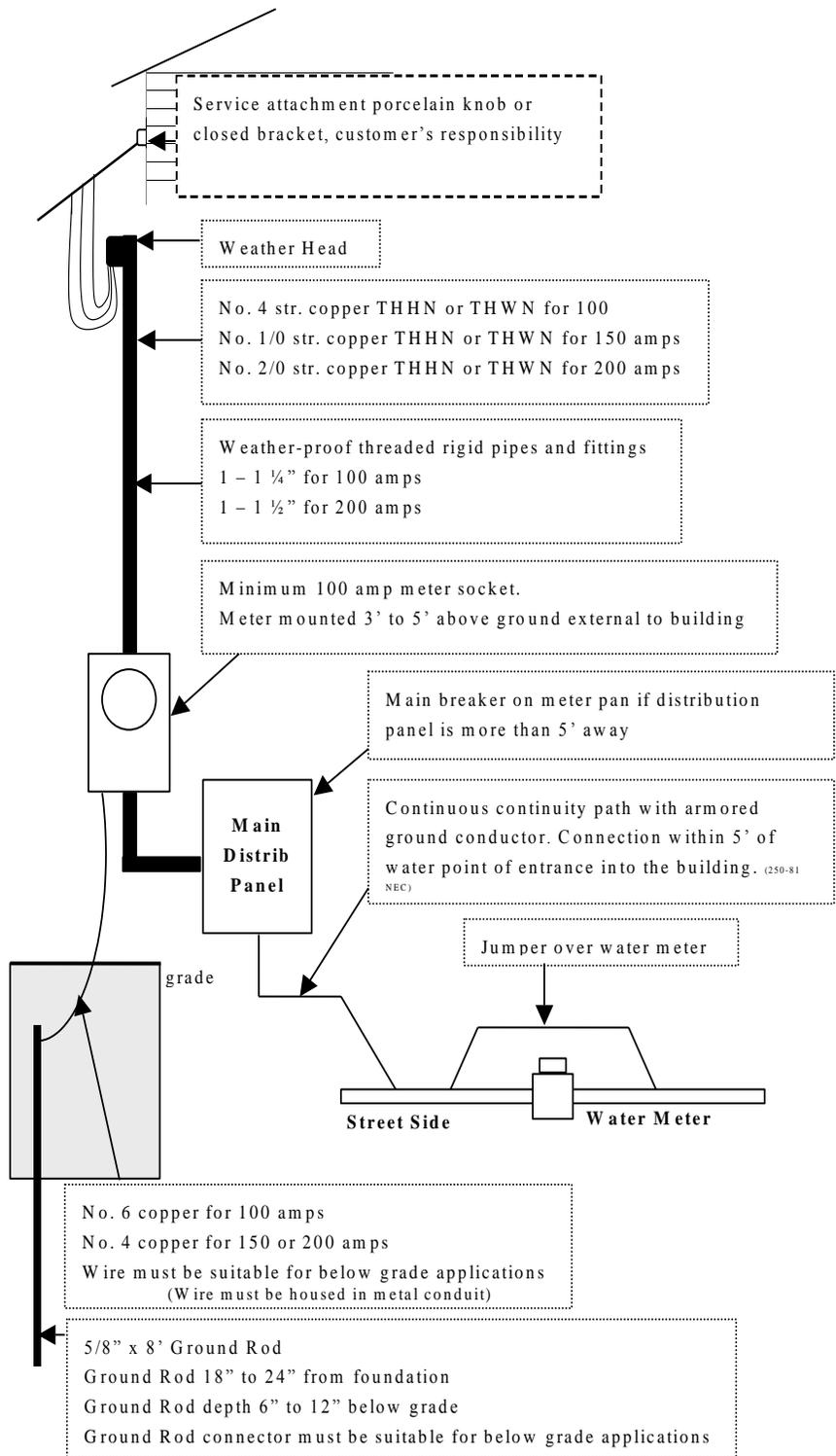
Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 By \_\_\_\_\_  
 Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Electric Utility Procedures

- 1) Determination of location of meter is by the Electric Department
- 2) Inspection of new service
- 3) Call for locations after service has been accepted
- 4) Service is run after all utilities have been located

## Checklist

- 1) Is point of service attachment secured properly  Yes  No
- 2) Will service wires clear all obstruction  Yes  No
- 3) Will service wires cross only over owner's property  Yes  No
- 4) Are secondaries available for this service  Yes  No
- 5) Is point of attachment more than one foot from any window  Yes  No
- 6) Will service wires be clear of gutters and siding  Yes  No
- 7) Will service wires be a minimum of one foot away from IBT and CATV cables at point of attachment  Yes  No
- 8) Does service riser meet minimum requirements  Yes  No
- 9) Are all pipe fittings rigid, threaded and of correct size \*  Yes  No
- 10) Does meter socket meet minimum requirements  Yes  No
- 11) Is meter socket secured properly  Yes  No
- 12) Are conductor sizes appropriate for amperage \*\*  Yes  No
- 13) Are all conductors copper terminated with compression fittings  Yes  No
- 14) Is main distribution panel within five feet of meter socket  Yes  No
- 15) Is meter socket equipped with a main breaker  Yes  No
- 16) Is meter socket appropriately grounded \*\*\*  Yes  No
- 17) Is main distribution panel appropriately grounded \*\*\*  Yes  No
- 18) Is ground rod 18" to 24" from foundation and top depth 6" to 12" below grade  Yes  No
- 19) Will meter be installed in a location least susceptible to damage  Yes  No
- 20) Is meter accessible to meter reader  Yes  No
- 21) Is there more than three feet clearance between service and natural gas utility  Yes  No



\*  
 1 1/4" for 100 amps  
 1 1/2" for 150 or 200 amps

\*\*  
 No. 4 str. copper THHN or THWN for 100  
 No. 1/0 str. copper THHN or THWN for 150 amps  
 No. 2/0 str. copper THHN or THWN for 200 amps

\*\*\*  
 No. 6 copper for 100 amps, protected  
 No 4 copper for 150 or 200 amps, protected  
 (solid or stranded okay)