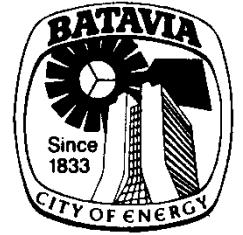


Gary Holm  
Director of Public Works

# 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

Laura Newman  
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. Service Amperage \_\_\_\_\_ Voltage \_\_\_\_\_ Conductor Type \_\_\_\_\_ Conductor Size \_\_\_\_\_  CU  AL
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 and 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: \_\_\_\_\_

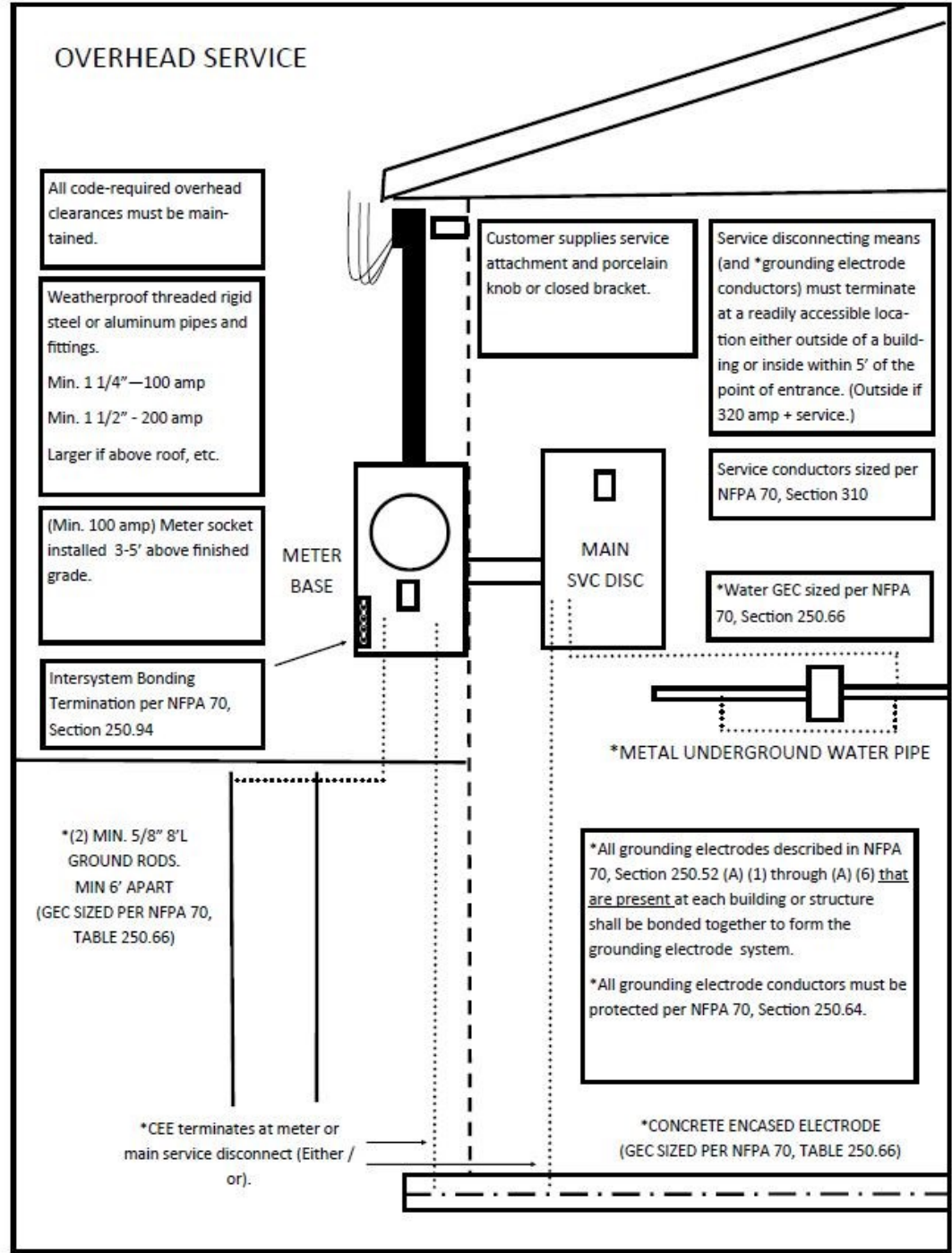
**Overhead Service** Re-inspection Fee \$ 75.00 per visit



Address \_\_\_\_\_  
 Date \_\_\_\_\_ By \_\_\_\_\_  
 Dig Start Date \_\_\_\_\_ Dig #: \_\_\_\_\_  
 Section 1/4 \_\_\_\_\_ LOCATE: \_\_\_\_\_  
 Comments \_\_\_\_\_

**BATAVIA ELECTRIC UTILITY DEPARTMENT PROCEDURES**  
 • SAME AS UNDERGROUND. SEE ATTACHED

- Checklist** (Permit applicant must fill out this section)
- POINT OF SERVICE ATTACHMENT IS SECURED PROPERLY.
  - SERVICE CONDUCTORS WILL MAINTAIN ALL REQUIRED CLEARANCES PER NFPA 70.
  - SERVICE CONDUCTORS WILL NOT CROSS ADJOINING PROPERTIES.
  - SECONDARIES ARE AVAILABLE FOR THIS PROPERTY.
  - SERVICE WIRES WILL BE AT LOCATED AT LEAST ONE FOOT FROM OTHER CABLES AT POINT OF ATTACHMENT.
  - SERVICE RISER MEETS ALL CITY OF BATAVIA ELECTRIC UTILITY AND NFPA 70 REQUIREMENTS.
  - CONDUCTORS ARE SIZED ACCORDING TO NFPA 70 REQUIREMENTS.
  - MAIN DISTRIBUTION PANEL IS LOCATED INSIDE WITHIN 5' OF POINT OF ENTRANCE OF SERVICE CONDUCTORS OR EXTERIOR MAIN SERVICE DISCONNECT IS PROVIDED.
  - EXTERIOR METER SOCKET IS PROVIDED WITH MAIN SERVICE DISCONNECT IF SERVICE IS 320 AMP OR GREATER.
  - GROUNDING AND BONDING ARE IN COMPLIANCE WITH NFPA 70 REQUIREMENTS.
  - METER AND PANELBOARD ARE PROTECTED FROM PHYSICAL DAMAGE AND ALL BATAVIA ELECTRIC UTILITY AND NFPA 70 REQUIRED CLEARANCES ARE MAINTAINED.
  - METER IS READILY ACCESSIBLE TO METER READER.
  - ELECTRIC METER IS LOCATED MORE THAN 3' FROM GAS METER.
  - SERVICE CONDUCTORS ARE LOCATED AT LEAST 3' FROM OPENABLE WINDOWS.



# Underground Service

Re-inspection Fee \$ 75.00 per visit



Address \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_

Dig Start Date \_\_\_\_\_ Dig #: \_\_\_\_\_

Section 1/4 \_\_\_\_\_ LOCATE: \_\_\_\_\_

Comments \_\_\_\_\_

- BATAVIA ELECTRIC UTILITY 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** (Permit applicant must fill out this section)
- METER PAN WILL BE SECURELY FASTENED TO STRUCTURE.
  - METER PEDESTAL WILL MEET BATAVIA ELECTRIC UTILITY AND NFPA 70 REQUIREMENTS.
  - CONDUCTORS ARE SIZED ACCORDING TO NFPA 70 REQUIREMENTS.
  - MAIN DISTRIBUTION PANEL IS LOCATED INSIDE WITHIN 5' OF POINT OF ENTRANCE OF SERVICE CONDUCTORS —OR— EXTERIOR MAIN SERVICE DISCONNECT IS PROVIDED.
  - EXTERIOR METER SOCKET IS PROVIDED WITH MAIN SERVICE DISCONNECT IF SERVICE IS 320 AMP OR GREATER.
  - GROUNDING AND BONDING ARE IN COMPLIANCE WITH NFPA 70 REQUIREMENTS.
  - METER AND PANELBOARD ARE PROTECTED FROM PHYSICAL DAMAGE AND ALL BATAVIA ELECTRIC UTILITY AND NFPA 70 REQUIRED CLEARANCES ARE MAINTAINED.
  - METER IS READILY ACCESSIBLE TO METER READER.
  - ELECTRIC METER IS LOCATED MORE THAN 3' FROM GAS METER.

