Seattle City Light

Cover Sheet

Seattle City Light
Electric Service Application Package

This package includes:

1. Application for Electric Service, including Instructions
2. Customer Guides
3. Completeness Guideline All Services
4. SCL Service Approval Checklist
5. Motor Load Detail Worksheet, if required

Please submit completed materials to:

Seattle City Light
1300 N. 97th St., Attention: Intake Desk
Seattle, WA 98103-3320

Questions?
206-233-APPS
(206-233-2777)
Email:SCLserviceapplications@seattle.gov

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01.11 Application For Electric Service

Seattle City Light

For SCL Use Only:

Service Request # SVC Level

Project Information

Check for building & working clearances required from power lines. www.seattle.gov/dclu/Publications/cam/cam122.pdf

Service Address

Project Name **DPD Project #**

Construction Type	☐ Single	☐ Duplex	☐ Triplex	☐ Accessory Dwelling Unit	# of Lots
☐ Apartments	☐ Condominium	☐ Townhouses	☐ Mixed	☐ Commercial/Industrial	# of Buildings
	☐ Multi-lot	☐ Unit Lot Subdivision		☐ Building Infrastructure	# of Units

Service Details

Plans may not be required for residential single phase overhead services of 400amps or less.

☐ Demolition Date Service Removal Required _____ Existing Service Size: Amps _____ Volts

Permanent Service

☐ Overhead ☐ Underground Date Required_____

Service Size: Amps _____ Volts _____

Temporary Service

☐ Overhead ☐ Underground Date Required_____

Service Size: Amps _____ Volts

Structure

☐ New Building ☐ Alteration to Existing Explain: _____

Electrical Load Details

Heating Type ☐ Electric ☐ Gas ☐ Other ☐ Street Lights Required

If electric:	# Units	Load				
Heat (wall)			kW	*Largest motor		hp
Furnace			kW	*Starts/8 hours		
Baseboard heat			kW	*Locked Rotor Amps		Amps
Dryer			kW	*Connected motor load		kW
Water tank			kW			
Range			kW	Other _____		kW
Hot tub/sauna			kW	**Electric Car Charing Stations**		
Heat pump			kW	120-240v Single phase		Amps
Air conditioner			hp	120-208v Three phase		Amps
				277-408vThree phase		Amps
				Total Number of Car Charging Station		

****Interconnection**

System Generation _____ kW

☐ Solar ☐ Bio-gas

☐ Wind ☐ Fuel Cell

☐ CHP

Voltage _____

Production Meterbase ☐ Yes ☐ No

Total Single Phase kW

Total Three Phase kW

Total connected load kW

*Please refer to Requirements for Electrical Service Connection (RESC), Chapter 12, Motors and Special Loads to determine if a Motor Load Detail Worksheet is required. For information go to: www.seattle.gov/light/contractors/RESC

**A separate Interconnection application and agreement will be required. For information go to: www.seattle.gov/light/Conserve/cgen/

I agree that the information on this application is correct to the best of my knowledge. I understand that any changes made to the above information or attached documents may increase the time and costs required for Seattle City Light (SCL) to provide service to the project. Applications that are incomplete after 60 days may be discarded.

Authorized Representative *Signed* *Date*

Mail to: Seattle City Light, Attention: Intake Desk, 1300 N 97th St, Seattle, WA 98103-3320

For questions call or e-mail the SCL Application Intake Desk at: 206-233-APPS (206-233-2777) SCLserviceapplications@seattle.gov

01.11 Application For Electric Service

Seattle City Light

CONTACT INFORMATION

Project name

New service address

Owner

Contact person

Office phone | Cell phone

Fax number

Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Primary contact for changes/decisions on this project?

General Contractor / Developer

Contact person

Office phone | Cell phone

Fax number | Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Electrical Contractor

Contact person

Office phone | Cell phone

Fax number | Email

Address | City | State | Zip

Bill for construction charges ☐ | Bill for energy ☐

Architect

Contact person

Office phone | Cell phone

Email

Engineer

Contact person

Office phone | Cell phone

Email

Project Supervisor / Onsite Coordinator

Contact person

Office phone | Cell phone

Email

Mail to: Seattle City Light, Attention: Intake Desk, 1300 N 97th St, Seattle, WA 98103-3320

For questions call or e-mail the SCL Application Intake Desk at: 206-233-APPS (206-233-2777) / SCLserviceapplications@seattle.gov

01.11 Application For Electric Service

Seattle City Light

Instructions

This instruction sheet contains the guidelines to complete an Application for Electric Service. It is designed to aid in understanding and completing the application box by box. Submit the completed Application for Electric Service, Completeness Guideline All Services, and any other submittals in PDF format to Seattle City Light's (SCL) Intake Desk. An advisory letter will be sent after SCL receives the completed application package.

If you have any questions regarding the application, please call: 206 233-APPS (206 233-2777)
Mail to: Seattle City Light, Attention: Intake Desk, 1300 N. 97th St., Seattle, WA 98103-3320

Project Information

Service Address

Address assigned to the site being developed

Project Name

The name used for the site being developed

DPD Project Number

Provide the Project number if the Department of Planning and Development (DPD) has assigned one

Construction Type

If constructing a duplex, triplex or (detached) accessory dwelling unit, a riser diagram/one-line showing the service rating for each unit must be provided
Check the box that corresponds to the appropriate type of dwelling as described below:

- Accessory Dwelling Unit (ADU): A room or set of rooms, in a single family home designed or configured to be used as a separate dwelling unit. A Detached Accessory Unit (DADU) is room(s), designed to be used as a separate dwelling unit, located in a separate structure that share a lot with a single family home.
- Apartment: One structure with one address and/or multiple unit numbers
- Building Infrastructure: Consists of building the infrastructure, with no homes being built
- Commercial/ Industrial: One structure with one address that is not a residence
- Condominium: One structure with multiple addresses and possibly multiple unit numbers
- Duplex: One structure with two addresses
- Mixed-Use: One structure with multiple addresses and residential and commercial units
- Mobile Home or Houseboat: Unique structures with special requirements (see Requirements for Electrical Service Connection (RESC)
- Multi-Lot: Multiple structures with multiple addresses on multiple lots
- Single Family: One structure with one address
- Townhome: Multiple structures, with multiple addresses, on one site
- Triplex: One structure with three addresses
- Unit Lot Subdivision: Multiple structures with multiple addresses on one lot

Number of Lots

As applicable, please indicate the number of lots developed on a multi-lot project

Number of Buildings

As applicable, please indicate the number of buildings contained in the development

Number of Units
As applicable, please indicate the number of units contained in the building

Service Details

Demolition
Check this box if an existing structure will be demolished

Date Service Removal Required
Indicate the preferred date for disconnect

Existing Service Size
Indicate the ampacity and voltage of the existing service to be disconnected

Permanent Service and Temporary Service
Indicate which service type, overhead or underground, is requested

Date Required
Indicate the preferred date for the permanent service to be energized. If an exact date is not known, use an approximate date

Service Size
The nameplate amperes rating of the main service disconnect, main service bus, or main busing in the service entrance panel. This is the total expected service size of the loads to be connected

Structure
Check box if New Building (new construction)
Check box if Alteration to Existing building. Include an explanation of the plans for the structure. Use a separate piece of paper if needed

Electrical Load Details

Heating Type
Check the box that corresponds to the type of heat. If the heat is electric, indicate number of units, and load and/or size

Streetlights Required
Check box if streetlight installation is required

Interconnection
If power will be generated and feed into the SCL power grid, check the box corresponding to the generation type. For more information go to: www.seattle.gov/light/Conserve/cgen/

Contact Information

Provide complete and correct information to facilitate accurate and efficient completion of the project

01.13 Customer Guide
Electrical Service Connection

Seattle City Light

Residential Construction
Single Family, Duplex, Triplex, and Accessory Dwelling Units

This is an outline of the process to get electrical service to new residential services. The steps below are generally sequential and divided by the customer responsibility and Seattle City Light's (SCL) responsibility.

Customer Responsibilities Prior to Construction:

1. Contact SCL for an Application for Electric Service
2. Review SCL *Requirements for Electrical Service Connection (RESC)* (www.seattle.gov/light/electricservice) and have plans drawn up
3. Submit application with scaled drawings (3 copies each)
   - ☐ Site plan with the building footprint and desired location of the service entrance
   - ☐ Legal description of the property
   - ☐ Load calculations
4. Mail or deliver all materials to:
   Seattle City Light, Attention: Intake Desk, 1300 North 97th Street, Seattle, WA 98103-3220

SCL Responsibilities Prior to Construction:

5. Review application and plans
6. Prepare design and determines charges
7. Give customer technical details of service and send customer bill for installation charges

Customer Responsibilities Prior to Connection of Service:

8. Install new Service
9. Call Department of Planning and Development, or if outside of Seattle, the local jurisdiction, to inspect the service. If inspection passes, inspector signs permit as [ready for service, subject to Seattle City Light…]
10. Remit payment for SCL installation charges
11. Notify SCL that service is ready for power

SCL Responsibilities Prior to Connection of Service:

12. Inspect the service
    - ☐ If the service meets SCL requirements, it is approved and given to SCL crew to connect

    Or

    - ☐ Notify the customer there are corrections to be made before the job is sent to crew
13. Connect the service, install the meter and open the account for energy billing

01.13 Customer Guide
Electrical Service Connection

Seattle City Light

Commercial/Industrial
Multi-Residential and Plat

In order to get your project started Seattle City Light (SCL) requires the following:

1. Completed Application for Electric Service

2. Scaled Drawings (3 copies each)

- ☐ Architectural site plans showing exact dimensions and location of buildings with respect to property lines and profile to street/lanes
- ☐ Civil drawings showing water, sanitary and storm sewers, as well as all new utilities on public and private property
- ☐ Registered legal description of property
- ☐ Detailed electrical drawings for proposed building including meter room detail, riser diagram and electrical load calculations
- ☐ Elevation and section view drawings of structures including vaults. Note clearances from SCL power lines.
- ☐ One-line electrical diagram

3. Mail or deliver all materials to:

Seattle City Light, Attention: Intake Desk, 1300 N 97th St, Seattle, WA 98103-3220

Note: a complete set of architectural drawings is not needed. Please submit the specific drawings requested above.

4. Revisions: SCL must be notified of all revisions to the plans that will affect the electrical service installation

The Process

The key milestones in the service planning and installation process are:

Service Entrance Location and Preliminary Service Charge

In order to obtain an estimate of SCL service charges, we require: a legal description, site plan, load calculations, riser diagram, preferred service voltage and location

Material Procurement – Critical Path Item

Lead-time for many electrical components can be lengthy; for example, primary electrical cables and transformers require a *minimum of 12 months* once the order is placed. Primary voltage switching equipment can require up to 18 months once the order is placed. The procurement order will be placed 5 working days after the customer initiates or commits to the project (payment or contractual obligation)

Installation

Responsibility for installation is divided in the following manner:

- ☐ Supply and installation of most civil materials and labor on private property is the customer's responsibility. SCL engineers will give an estimate for the civil work to extend the distribution system for multi-lot developments
- ☐ All civil work done by the contractor must be inspected by SCL
- ☐ Supply and installation of all electrical material (for example, transformers, and cable) will be by SCL

- ☐ Pole installation on public rights-of-ways will be done by SCL. Primary voltage wires and poles will not be placed on private property
- ☐ Customer's contractor will install metering sockets and enclosures. SCL will provide the current transformers and the meters
- ☐ Submit final electrical design and associated drawings

Service Installation

The project will be scheduled for service installation upon receipt of:

- ☐ Necessary approvals from appropriate authorities, including electrical inspection, from the electrical permitting authority and inspection from SCL
- ☐ Execution of all required documents, including contracts, rental agreements, operating agreements, transportation agreements and easements as required
- ☐ Completions of metering identification, addressing of spaces and receipt of electrical room keys
- ☐ Payment of electrical connection and construction fees

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07.11 Completeness Guideline
All Services

Seattle City Light

Project Name: _____

Service Address: _____

Cu C

Please choose the type of service you are using, and submit the information from the appropriate lists with your application for electric service.

Single Family, Duplex, Triplex and ADU use List A (two copies of each)
Apartments, Condos, Townhouses, Unit Lot and Multi-Lot use Lists A & B (three copies of each)
Commercial, Industrial, and Mixed Use use Lists A, B, & C (three copies of each)
Items on List D are required only as specified by Seattle City Light

List A

Site Plan - showing:

- ☐ North arrow
- ☐ Correct street names and building address
- ☐ Desired service entrance and meter location
- ☐ Building foot print and unit layout(s) with dimensions and location of building with respect to property lines, streets, alleys, sidewalks and driveways
- ☐ Existing electrical services
- ☐ Existing and proposed easements

List B

Load Calculation - including:

- ☐ Total electric heating (kW)
- ☐ Size of electric hot-water tank (kW)*
- ☐ Size of heat pump (ton, kW, or horsepower) and additional electric resistive heating element (kW)

Electrical One-line/Riser Diagram

- ☐ Meter and/or CT locations
- ☐ Panel sizes
- ☐ Amount of wire and wire sizes

Additional Site Plan Information

- ☐ Final finished-grade elevations
- ☐ New and existing streets, alleys, sidewalks and driveways
- ☐ Existing and desired locations of SCL electrical power facilities (poles, below-grade vaults and handholes, pad-mounted electrical equipment)

List C

Building floor plans showing existing and proposed locations of in-building SCL transformer vaults, conduits and customer's electric rooms

Additional Load Information:

- ☐ Total HVAC compressors/pumps (kW)
- ☐ Electric motors (horsepower and kW)
- ☐ Total freezing/cooling (restaurants, stores, distribution warehouses) compressors/pumps (kW)

For SCL Use Only:
Check if missing

07.11 Completeness Guideline
All Services

Seattle City Light

Project Name: _____

Service Address: _____

- ☐ Starting-current of soft-start devices on electric motors larger than 15 horsepower (amperes or %) ☐
- ☐ Emergency power services ☐
- ☐ Known future loads (kW) ☐

Additional Riser Diagram Information

- ☐ Desired Voltage, single or three-phase ☐
- ☐ Total and individual main disconnect sizes (Amperes) ☐
- ☐ Proposed service terminations (terminal enclosures, current-transformer enclosures, cables or bus bars into SCL transformer vaults) ☐
- ☐ Meter diagrams showing from which SCL facility each meter is fed ☐
- ☐ Number, size and material (aluminum or copper) of customer's NEC-sized cables or bus bars proposed to enter SCL facilities ☐
- ☐ Backup generation and associated open-transition transfer switches ☐
- ☐ Co-generation (industrial) or Interconnection (non-industrial) ☐
- ☐ Protective devices between SCL and customer high-voltage equipment (for primary-voltage services) ☐

List D

☐ **Legal Description / Survey** (if property lines are created or modified) ☐

☐ **Civil drawings** (for underground services and pole work) - show existing and new underground utilities (water, gas, sewer, telephone, cable TV, etc) ☐

☐ **Approved street/alley paving plans** (for work in the right-of-way or in private streets/alleys, including setting or moving SCL poles or underground facilities) ☐

☐ **Building Elevation drawings:** plan and elevation views (if building(s) or work is near overhead distribution wires) ☐

☐ **Street/pedestrian light** ☐

- ☐ Existing and proposed locations (including conduits & handholes if UG). ☐
- ☐ Total Load (KW) ☐
- ☐ Proposed service point(s) ☐

☐ **Pedestal Meterbase Drawing** (if meter is mounted on a pedestal or similar) ☐

☐ **Electronic Drawing Submittal** ☐

- Useful for SCL engineering work on Residential Plats and other major projects
- Submit in AutoCAD 2006 format, or earlier version
- Use AutoCAD eTransmit command if available to attach support files
- Consult with engineering if drawing is larger than 10 MB.

* electric instant-hot-water heaters are not allowed per Seattle Municipal Code 21.49.030.

10.20 SCL Service Approval Checklist

Field visit checklist and OH Agreement.

Cu

Seattle City Light

Service Request #_____ **Customer Name:**_____

Service Address:_____ **City:**_____

ESR/ESE:_____ **Contact#:**_____ **Date 1st visit:**_____

1st insp._____ 2nd_____ 3rd_____ 4th_____ 5th_____

INSTRUCTIONS: Check boxes if approved/ready or cross out and initial if not applicable

☐ ***METERING***

- ☐ - Meter socket installed correctly per EUSERC
- ☐ - Meter socket attached firmly to wall or pedestal
- ☐ - Meter socket cover is accessible
- ☐ - Number of meter jaws are in correct position and location per EUSERC
- ☐ - A permanent 3'x 3' level working area in front of the meter socket
- ☐ - For Aluminum conductors a corrosion inhibitor has been applied to entrance conductors
- ☐ - Meter sockets and entry doors marked with the appropriate unit numbers or addresses (*On multi-unit properties only)*

☐ ***CT SERVICE***

- ☐ - CT enclosure proper size, type, side-hinged and installed in an approved location
- ☐ - Landing pads are rated for 50,000 AIC *(check CT enclosure label)*
- ☐ - A minimum 1" conduit from CT enclosure to meter socket installed per RESC
- ☐ - One additional #12 green wire included between CT enclosure and meter socket when using PVC
- ☐ - No junction boxes from CT enclosure to meter socket
- ☐ - Conduit runs are no greater then 50' from CT enclosure to meter socket *(Unless there is written SCL approval)*
- ☐ - If meter socket to CT enclosure is greater than 10', it has the correct number, size and color of solid secondary wires per RESC

☐ ***MAST STRIKE*** ☐ ***WALL STRIKE***

- ☐ - Service mast has a minimum of 2 points of attachment above any coupling and is rigid steel *(Mast Strike)*
- ☐ - Guy wires or stiff legs are present if mast over 26" tall or service drop over 100' *(Mast Strike)*
- ☐ - Strike knob installed at least 18" above the roof and in approved location *(Mast Strike)*
- ☐ - Service bracket installed within 24" of the weather-head and in approved location *(Wall Strike)*
- ☐ - Service bracket attachment screws connected to a structural member of the building *(Wall Strike)*

☐ ***OVERHEAD SERVICE***

- ☐ - Strike point on the building/structure between 12' and 20' from grade
- ☐ - A 3' radius of clear space along the proposed path between the utility pole and the strike point on the building
- ☐ - A conductor clearance over structures per requirements of the RESC *(e.g. clearance over driveways, rooftops, alleys, etc.)*
- ☐ - 3.5' minimum clearance over roof pitched 4:12 or greater
- ☐ - 8' minimum clearance over roof pitched less than 4:12
- ☐ - A 3' clearance from pedestrian accessible areas including operable window openings and railings
- ☐ - Service strike location has clearance of 1' horizontal for every 4' vertical for safe ladder placement

☐ ***UNDERGROUND SERVICE***

- ☐ - Bends are 3" rigid steel w/ 36" minimum radiuses totaling not more than 270 degrees *(Unless otherwise stated in SCL drawing)*
- ☐ - Conduit riser has 4.5" clearance between pole and riser and is installed on the face of pole
- ☐ - Conduit enters bottom side knockouts of meter socket *(Not Center)*
- ☐ - Conduit has 18" of cover on private property and 36" of cover in easement areas or right of way.
- ☐ - Conduit trench is free of debris and has a bedding of sand
- ☐ - The underground PVC and conduit combination bonded to a properly grounded meter base.
- ☐ - Correct size and type of hand hole installed as indicated on the customer sketch *(If applicable)*

☐ ***TEMPORARY***

- ☐ - Temporary post is located in an approved location, not located in the right-of-way.
- ☐ - A minimum 4"x 6"x16' post with a minimum of 4' below grade and 4" of compact fill. *(Post should not move)*
- ☐ - Two 2"x 4" supports that are 6" to 12" from the top of the post. *(Bracing angled toward serving pole)*
- ☐ - Bracing anchored with 2"x 4" wood stakes.
- ☐ - Meter located to allow SCL to read meter safely.
- ☐ - Service bracket located within 12" from top of post
- ☐ - Mast conduit, weather head, and service bracket are firmly attached to the post.

10.20 SCL Service Approval Checklist

Field visit checklist and OH Agreement.

Seattle City Light

Customer

Service Request #_____ **Customer Name:**_____

Service Address:_____ **City:**_____

ESR/ESE:_____ **Contact#:**_____ **Date 1st visit:**_____

☐ ***SERVICE READY***

☐ - Neutral conductor identified with white tape
☐ - Conductors and/or conduits located within the property, ROW or in SCL easement area. *(Aerial and Underground)*
☐ - Meter is 5-7' from center of the meter socket to grade
☐ - Full payment received for installation.
☐ - Service signed off by DPD or L&I or relevant permitting agency. *(See Below)*
☐ - Customer notified of the fault current duty (AIC).
☐ - Ready for Crew_____ Date: _____

Permitting Agency Inspection Approved By:_____ Permit#:_____ Date:_____

Notes:_____

SERVICE LOCATION AGREEMENT (*For Overhead Service Only)*

Standard Fee: $_____ Extraordinary Fee: $_____

Amperage Size	☐ **125 or less**	☐ **200**	☐ **Other**_____
Voltage Size	☐ **120/240**	☐ **120/208**	☐ **Other**_____
Phase	☐ **Single**	☐ **Three**	☐ **Other**_____
# Of Wires	☐ **3**	☐ **4**	☐ **Other**_____
Fault Duty (AIC)	☐ **≤ 10,000 Amps**	☐ **10,001 - 22,000 Amps**	☐ **Other**_____

Strike Location will be:_____ Face_____ Corner. Ground Breaking Date:_____

Meter Location will be:_____ Face_____ Corner. Ready for Power Date:_____

Work Site Specific Detail:_____

If Temporary Pole, Specify Location of pole on construction site:_____

Permitting Agency:

☐ **Seattle Department of Planning and Development (Phone # 206-684-8850)**
☐ **City of Burien Building Department (Phone # 206-248-5520)**
☐ **City of SeaTac Building Department (Phone # 206-973-4764)**
☐ **Washington State Dept. of Labor and Industries (Phone # 360-902-5269)**
☐ **Other**_____ **(Phone #**_____**)**

The customer shall provide and install all electrical service and metering equipment compliant with Seattle City Light's Requirements for Electrical Service Connection (RESC) manual and Seattle City Light's accepted Electric Utility Service Equipment Requirement Committee (EUSERC) standards. Customer agrees to the service location and size. The customer must contact Seattle City Light for final inspection and for electrical service connection. A copy of this document will be provided to the customer.

By signing below you are agreeing to the above information. If you wish to make any changes to this agreement at a later date, a completed Service Request Change Order (enclosed) must be submitted to Seattle City Light.

Customer Signature:_____ **Date:**_____

SCL Representative Signature:_____ **Date:**_____

COMMENTS:_____

06.80 Motor Load Detail Worksheet

Seattle City Light

Project name

Service address:

Date submitted:

Information Requested	Motor #1	Motor #2
Description of Driven Load		
Motor Voltage		
Number of Phases		
Motor Horsepower		
Maximum number of starts in 8 hour period		
Locked rotor current per manufacturer		
Power factor at locked rotor current (if not given SCL will assume 40%)		
Description of Soft-starting device		
Maximum current during soft-start		
Power factor during soft-start (SCL will not estimate this value)		

Complete all requested information for each motor 15 hp or higher. Please copy if additional pages are needed.