



Cowlitz PUD

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Guidelines for New Commercial Electrical Service

This list of guidelines provides you with the general requirements necessary to obtain electrical service for your new commercial building. Additional information will be provided by your PUD Engineering Planner at an on-site meeting. Please call to schedule an appointment after completing your commercial electrical application.

Electrical Inspections

- Permits must be obtained from one of the agencies below before inspections can take place. Cowlitz PUD cannot install the meter or energize the electric service until the electrical inspector from the appropriate agency notifies the PUD with an approval. If your new electric service is within the city limits of Longview, please contact the City of Longview. All other areas of the county are under the jurisdiction of the Washington State Department of Labor and Industries.

**City of Longview: Permits and Inspections (360) 442-5086
1525 Broadway, Longview, WA 98632**

**Department of Labor & Industries: Permits and Inspections (360) 575-6900
711 Vine Street, Kelso, WA 98626**

Please note that state electrical inspectors are available to answer code questions 8:00-8:30am

- Inspection and approval by the electrical inspector is required before facilities can be energized.

Temporary Power

If temporary power is needed for construction provide the voltage and load requirements on the application for service. Temporary services may be served overhead or underground. For any installation other than a service drop, the customer will pay the PUD cost of installing and removing temporary facilities. The customer shall provide the temporary meter pole, meter base, and if power is available from an underground source, supply the underground secondary conductor.

Metering

- The customer shall provide, install, and maintain the service entrance and meter base at a location approved by the PUD prior to installation. The size and type of the meter base will depend on the type of service installation and will be specified by the PUD. Ganged metering is required on multiple dwellings in accordance with PUD specifications.
- Where the PUD is to provide the secondary conductor, the above ground conduit riser for the meter base must be Schedule 80 PVC electrical conduit. Schedule 40 PVC conduit may be used below ground. When Cowlitz PUD is supplying the secondary conductors the size and number of conduits required depend on the size of the service according to Cowlitz PUD specifications.
- The meter base(s) must be on an outside wall nearest to the PUD facilities which will serve the new installation and centered at a height of 5½ feet plus or minus 6 inches above established final grade where it is readily accessible to PUD personnel according to Cowlitz PUD specifications.
- Where CT metering is required all installations are the customer's responsibility except providing the CTs and associated wiring. The meter loop conduit must be 1 inch rigid steel or Schedule 80 PVC with factory elbows, no condulets will be accepted. When Schedule 80 PVC is used for the meter loop conduit, the meter base must be bonded and grounded according to electrical code. The meter base shall not be located above the CT cabinet. The maximum meter loop conduit run is 50 feet with no more than two elbows and installation of a pull string (200lb. min test) is required.
- On multiple services (including residential), each meter base, panel cover, and front door of the corresponding unit must have its respective permanent address numbered or lettered identification before facilities can be energized. The meter base may be marked with either etched plastic or reflective self-adhesive labels. The panel may be marked with the same, or with painted stenciling. Pressed adhesive labels such as Dymo Tape and felt tip pen markings are not acceptable.

CT Enclosure/Switchgear

- Minimum CT enclosure size shall be specified by the PUD based on the size and type of service installation. The CT enclosure must be installed minimum of 12 inches from established final grade to the bottom of the CT enclosure and a maximum of 6 feet to the top of the CT mounting bracket enclosure. The CT enclosure must have a pad lock hasp and a minimum of 90 degree door swing opening left to right. CT meters shall not be installed above the CT enclosure.
- Switchgear plans must be pre-approved by the PUD Engineering Department.

Underground Secondary Conductor

- The PUD will provide and install single phase, three conductor 600 volt secondary cables and three phase four conductor 600 volt secondary cables in most installations, contact the PUD at the beginning of the project.. The size and number of secondary conduits will be specified by the PUD.

Trench

- All trenching, backfilling, and conduit installation on private property is the customer's responsibility and must be done in accordance with PUD specifications.
- **Underground utility locates must be requested before digging: Call 1-800-424-5555.**
There is no charge for this service and existing underground facilities will be located and marked to avoid damage. Allow two full business days following the day of the call for completion of locates.
- **Depth** - The primary trench (PUD side of the transformer) must be 3 feet below final grade and the secondary trench (customer side of the transformer) must be 2 feet below final grade.
- **Conduit** - Schedule 40 PVC electrical conduit is required when PUD service conductor is to be installed. Primary conductor requires Schedule 40 PVC 2 inch conduit for single phase and typically 4 inch or 6 inch conduit for three phase conductors as specified by PUD. All conduit runs provided for PUD conductor(s) require installation of pull tape (mule tape 2500lb min. test). Contact the PUD before conduit installation.
- Primary conduit runs must not have more than 270 degrees of 36 inch radius bends unless pre-approved by the PUD and rigid steel bends with plastic end bushings may be required on certain conduit runs.
- Notify your PUD Representative to have your open trenches inspected and again when backfilled.

Transformers

- Provide and install the concrete transformer pad(s) for three phase transformers as specified by the PUD. Transformer pads may be poured in place according to PUD specifications and inspection or a precast transformer pad to PUD specifications (Catalog Number 7580-1752) may be obtained from Oldcastle Precast, Inc. (503) 682-2844).
- Provide and install bumper posts or other mechanical protection as specified by the PUD when the transformer or other facilities are within an area of vehicular traffic. The transformer site shall be located within 25 feet from the road/driveway, or parking lot access for transformer maintenance purposes.
- If the transformer is to be located near a building see appropriate code(s) for clearances.
- The minimum working space around a transformer is 3 feet on the sides and back, and 10 feet of clearance is required at the front of the transformer. Landscape which does not interfere with the operation and maintenance of the transformer as determined by the PUD is acceptable.

Easements / Permits

- Easement documents, if required, will be prepared by the PUD and all necessary signatures will be the responsibility of the customer to obtain. All easement documents must be signed, notarized and returned to the PUD before the installation of the new service. No permanent structures shall be constructed or permitted to be constructed within or upon the easement area.
- Permits, if required, are the responsibility of the customer. The PUD may apply for certain necessary permits for work in conjunction with customer's project and the expense of the permit(s) and related inspection fee(s) if any shall be the responsibility of the customer. Please be advised that certain permits may take several weeks to process. All permit documents must be signed, approved, and returned to the PUD before installation of the new service.
- Provide access for PUD personnel and equipment for the installation, maintenance, and removal of PUD facilities. The customer shall provide and maintain a 10 foot wide access roadway with an adequate road base capable of supporting heavy equipment to within 15 feet of the transformer and other electrical facilities as required.
- A safe walking access and minimum working clearances per applicable code(s) shall be provided at all times for PUD personnel to the meter and other related equipment. Any extraordinary arrangement requiring a locking device to accommodate entry into such access must be pre-approved by the PUD and any expenses for installation of such device shall be the customer's responsibility.

Job Costs

- The total job cost for your new service is required to be paid prior to the installation of PUD facilities.

When all requirements have been met and all inspections passed, your PUD Representative will release your new service job for construction. Please allow time for scheduling and construction as required.

Note: Any deviation from the electrical design, once established, may result in incurring additional costs for redesign and construction may be delayed. It is the customer's responsibility to provide all the necessary PUD requirements and specifications to subcontractors.

Received By: _____

Date: _____

Site Address: _____

Thank you for closely following these steps to help insure that your electrical service is installed in a safe, timely manner.