

PURPOSE

The intent of this document is to provide a list of responsibilities regarding the process of obtaining a new electric residential service connection with Centralia City Light (CCL). The list below identifies responsibilities for the Customer and the City. Details related to specific installation requirements can be found in the CCL's Service Connection Standards CH100.

1. Customer Responsibilities:

- a. Complete a "Residential New Service Application" which can be found at <https://www.cityofcentralia.com/247/New-Construction>.

- b. Submit the completed application and site plan to:

Centralia City Light
1100 N Tower Ave
Centralia, WA 98531
Phone: 360-330-7512
Email: CCL-Engineering@cityofcentralia.com

- c. Contact the City of Centralia Utilities Customer Service Center to set up an account. Electric services will not be energized until an account has been set up.

City of Centralia
Utilities Customer Service
500 N Pearl Street
Centralia, WA 98531
Phone: 360-330-7657

- d. Customer should determine the service panel size (200A, 320A, 400A).

- e. Customer shall identify a location to install the electric meter base/socket and panel. Customer shall install the meter base/socket on the outside wall in a CCL approved location. For multi-family developments, Customer shall install a permanent placard indicating the unit number for each meter.

- f. Obtain an electrical work permit from the Washington State Department of Labor and Industries (L&I) (360) 902-5242. <https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>

- g. Customer must provide an "Address Letter" from the City or Lewis County with the official address for this service and/or services.

- h. Customer must provide payment per CCL's invoice for electric service. The electric service will not be energized until the CCL invoice for electric service has been paid in full. The City will not accept payment without an official address for the service and/or services.

- i. Customer shall provide CCL with an approved and signed easement for any facilities extended onto Customer's property. The cost of obtaining a legal

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description, from a licensed land surveyor, which will be used within easement documents will be included in CCL's invoice for electric service.

- j. Customer shall ensure site preparation and installation requirements are met per CCL's Service Connection Standard CH-100. This standard is under development.
- k. Customer shall call 811 "Call Before You Dig" hotline a minimum of two business days before any digging is started.
- l. Customer shall install all electrical wiring from the meter base and panel inside the residence.
- m. Customer shall provide and maintain a clear path for the electric service conductor.
- n. For an underground service:
 - i. Customer shall install schedule 40 PVC conduit between the meter base and the CCL approved connection location. This will depend on whether the service is terminating at a pole, pad-mounted transformer, or secondary pedestal.
 - ii. Customer shall pull underground triplex cables in the schedule 40 PVC conduit and leave enough cable coil to reach the end terminal location. The amount of cable coil required will depend on whether you are installing a riser up a pole or you are terminating in a pad-mounted transformer or secondary pedestal. Customer should coordinate this with the CCL engineering Department.
 - iii. If you are terminating at a pole, you must provide the riser, per CCL's Service Connection Standard CH100 and enough cable to reach the transformer on the pole.
 - iv. The customer is not permitted to install cable within a pad-mount transformer, secondary pedestal, or run the cable up through the riser on a pole. Customer shall contact CCL a minimum of two (2) working days prior to get support from a qualified electrical worker for this work. CCL's workers are available only to provide guidance – not to pull wire or do the Customer's work.
- o. Obtain an approved electrical inspection by L&I. After your electrical inspection is complete and approved, contact CCL to request that your service be installed. Typically, the inspected and approved service will be energized within five (5) business days.
- p. Customer shall keep the meter base/socket unobstructed and accessible to CCL personnel.
- q. Customer should notify and coordinate with other utility companies (i.e. phone, cable, gas) to meet their service connection requirements.

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2. CCL Responsibilities:

- a. Review Residential New Service Application and customer site plan.
- b. Review electric distribution system and develop engineering plans to provide electrical service.
- c. Develop invoice for electric service to cover line extension, permitting, surveying, and service connection fees.
- d. If easements are required for the project, CCL will hire a licensed land surveyor to develop a legal description for the easement (cost of survey shall be included in the invoice for electric service). Customer may request an As-Built easement that does not require a detailed survey and legal description.
- e. Install your overhead service conductors (after final electrical inspection has been approved by L&I).
- f. Will provide a qualified electrical worker to assist the customer with installing underground service conductors into a pad-mount transformer, secondary pedestal, or the riser up a pole to an overhead transformer. CCL's workers are available only to provide guidance – not to pull wire or do the Customer's work.
- g. Install a service meter to connect a temporary service.
- h. Install a service meter to connect a permanent service.

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