GUIDELINES FOR RESIDENTIAL ELECTRIC SERVICE HOOKUP
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How Do I Get Power To My Property?

Checklist to complete your residential electrical service hookup:

☐ Verify your power source with PenLight’s Engineering Department.

☐ Apply for an electrical permit with the State Department of Labor & Industries (L&I).

☐ Install your electrical service according to PenLight specifications and in an approved location.

☐ Call L&I for a state electrical inspection.

☐ After L&I approval for electrical service connection, backfill your trench with a minimum of 24” of cover.

☐ Notify PenLight’s Engineering Department when all of the above steps are complete.

☐ Pay all associated hookup fees.

☐ Sign and return any required easements. Signatures must be notarized (notary services are free at PenLight headquarters).

This document is intended as a guideline to walk you through the steps to get your service connected. Please reference the appropriate information within the service packet for further and more detailed information.
Important Contact Numbers

Peninsula Light Company
13315 Goodnough Dr. NW
Gig Harbor, WA 98332
(253) 857-1547 Engineering
(253) 857-5950 Main Office
1-888-809-8021 Toll Free
Engineering@penlight.org

State of Washington
Department of Labor and Industries
Electrical Division
950 Broadway Suite 200
Tacoma, WA 98402
(253) 596-3808
www.lni.wa.gov

Utilities Underground Location Center
“Call Before You Dig”
Dial 811
www.callbeforeyoudig.com
Process for a Residential Electrical Service Hookup

Thank you for your inquiry for new service. Listed below are the steps needed to help make the installation of your new service easier.

1. **It is imperative that you contact the Engineering Department at Peninsula Light Company (PenLight) as soon as possible** to request service for new construction. During this discussion you will be shown the power source for your property, and a possible route for your electrical cables. Obtain a copy of our "Metering Guidelines for Electric Service". For permanent service hookups, customers will be required to provide PenLight with their heat type and any special electric needs; i.e., KW of electric heat, hot tub, pool, HP for motors, or unusual appliances. This information must be provided prior to a permanent service hookup.

2. It is the policy of PenLight that all hookup fees are paid and any easement required be signed, notarized and returned to PenLight before your permanent service is scheduled for a hookup.

3. Apply for an Electrical Permit through the State of Washington, Department of Labor and Industries, Electrical Division (L&I). Their office is located at 950 Broadway, Suite 200, Tacoma, WA 98402, (253) 596-3808. Information is also available online at [www.lni.wa.gov/scs/electrical](http://www.lni.wa.gov/scs/electrical).

4. Call the Utilities Underground Location Center at 1-800-424-5555 (or 811), before you dig and request utility lines to be marked.

5. Install your electrical service. The work must be done by the homeowner or a licensed electrical contractor. **For approved meter base locations**, refer to PenLight's "Metering Guidelines for Electric Service".

6. Call for an L&I inspection. After the State Electrical Inspector has approved the service for hookup, backfill your trench. A minimum 24 inches of backfill is required before the service can be energized. Leave the power source end of the trench open for connection. If conduit is installed, stop conduit 2’ -3’ from the source and leave sealed bell end exposed.

7. Notify PenLight's Engineering Department when ready for a service hookup. PenLight does **not** process a service hookup through notification by the State Electrical Inspector.

8. A designer will be out to check your service. Record your approval number, verify that the trench is backfilled, design and release your service hookup to our Operations Department for scheduling. **An additional Trip Fee will be charged for services that are not ready for hookup. **NOTE**: The processing time for service hookups is roughly 5–7 working days.
9. PenLight’s primary goal is to cost-effectively provide safe, reliable service to every member on a fair and equal basis. The determination of safe, reliable, fair, and equal is at the sole discretion of PenLight. In most cases, PenLight will require electric services that have been disconnected for over twelve consecutive months to have a current L & I safety inspection prior to being reconnected. PenLight may additionally require some services that have been disconnected for less than twelve consecutive months to have a current L & I safety inspection prior to reconnection. L &I requires that the property owner request the permit for the safety inspection. PenLight may also require any service that has been disconnected and requires inspection for reconnection be updated to current PenLight metering standards and guidelines. Please contact PenLight Engineering for information and requirements regarding a disconnected service.
GENERAL GUIDELINES

VOLTAGES FOR SERVICE CONNECTION
PenLight will provide the following voltages for secondary connections:

- 120/240 volt, single phase, 3 wire
- 120/208 volt, network, 3 wire

If a non-standard voltage is desired, the customer is responsible for installing transformation or conversion on the load side of their meter base. Three phase and network secondary voltages are only available in areas that have three phase primary power available.

THREE-PHASE SERVICE
PenLight may require three phase power for loads equal to or greater than 30 KVA. Loads smaller than 30 KVA will be served single phase unless there is an existing three phase transformer bank available that can be utilized. Any existing 3-phase delta loads that are replaced need to be converted to 3-phase wye. Notify PenLight prior to conversion for the needed transformer modification.

POWER QUALITY
Motor starting at full voltage can cause voltage reductions that will cause lights to dim and electronic equipment to stop operating properly. The voltage reductions can affect several customers in the general area of the motor being started. To protect customers in the area from a customer who operates a motor, PenLight requires the following:

1. For motors greater than 5 HP and less than or equal to 10 HP, a reduced voltage motor starter shall be installed.
2. For motors greater than 10 HP, a soft start type motor starter shall be installed.

TRENCHING
All secondary trenches (from meter base to electric power device or electric power pole) must allow at least 24 inches of earth cover over the service conductor from final grade of ground. If trenching in city or county right-of-way, the trench must provide at least 36 inches of cover. Joint utilities are allowed in a secondary trench (power, phone, water, CATV) with a minimum horizontal or vertical separation of 6 inches. Gas lines require a minimum horizontal separation of 12 inches from secondary power cables. Sewer tight lines installed parallel to service conductors shall have a horizontal separation of no less than 4 feet. In order to reduce the risk of an accident or electrocution during excavation, service laterals shall have their location identified by a warning ribbon that is placed in the trench at least 12 inches above the underground installation.
Trenching is the responsibility of the homeowner/contractor. All trenching must be completed to within 2 feet of the power source.

Telephone and cable companies need to be contacted to determine their installation needs, as they can share the same trench that you have made for the power system. Contact them early as they may need their trench to branch off the power line trench to their connection points. Be sure to keep all utilities at least 6 inches apart in the trench to improve heat dissipation and reduce interference.

<table>
<thead>
<tr>
<th>Utility</th>
<th>Type</th>
<th>Contact Name</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centurylink</td>
<td>Telephone</td>
<td>Customer Svc</td>
<td>1-800-201-4099</td>
</tr>
<tr>
<td>Comcast</td>
<td>Cable</td>
<td>Customer Svc</td>
<td>1-800-266-2278</td>
</tr>
<tr>
<td>Wave</td>
<td>Cable</td>
<td>Customer Svc</td>
<td>1-866-928-3123</td>
</tr>
<tr>
<td>Puget Sound Energy</td>
<td>Gas</td>
<td>Customer Svc</td>
<td>1-888-225-5773</td>
</tr>
</tbody>
</table>

**NOTE:** State law requires that before any underground digging of 12 inches in depth or more begins, customers must contact the Utilities Underground Location Center at 1-800-424-5555 and request utility lines to be marked. A minimum two business days notice is required, and there is no charge to the customer for this service.

**UNDERGROUND SERVICE CONDUCTORS**

All new and upgraded service connections (usually from a meter to a transformer) are required to be installed underground. It is recommended that the service conductors be installed in continuous conduit. Customers are responsible for purchasing and installing their own underground service conductors and conduit. PenLight does not sell underground service conductors or conduit.

You will need to contact the PenLight Engineering Department to review the potential power source locations for your service, and discuss possible routes from your service to the power source location. Measure the proposed route from the PenLight transformer to the service panel, and use the following chart for sizing your conductor and schedule 40 electrical grade conduit. No splice boxes or connection points are allowed for new permanent connections.

<table>
<thead>
<tr>
<th>Service Rating</th>
<th>Maximum Distance</th>
<th>Conductor</th>
<th>Min. Recommended Conduit Diameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 amp</td>
<td>220 feet</td>
<td>4/0-4/0-2/0 Aluminum (1 run)</td>
<td>2.5 inches</td>
</tr>
<tr>
<td>200 amp</td>
<td>250 feet</td>
<td>250-250-3/0 Aluminum (1 run)</td>
<td>3 inches</td>
</tr>
<tr>
<td>200 amp</td>
<td>340 feet</td>
<td>350-350-4/0 Aluminum (1 run)</td>
<td>3 inches</td>
</tr>
<tr>
<td>320 amp</td>
<td>220 feet</td>
<td>4/0-4/0-2/0 Aluminum (2 runs)</td>
<td>2.5 inches each run</td>
</tr>
<tr>
<td>320 amp</td>
<td>250 feet</td>
<td>250-250-3/0 Aluminum (2 runs)</td>
<td>3 inches each run</td>
</tr>
<tr>
<td>320 amp</td>
<td>340 feet</td>
<td>350-350-4/0 Aluminum (2 runs)</td>
<td>3 inches each run</td>
</tr>
</tbody>
</table>
Mobile Homes will also need an insulated grounding conductor from the meter/service panel to the mobile home panel. This insulated grounding conductor must be identified by having green tape on each end.

All installations must meet NEC requirements and have L & I inspection approval. For services over 320 amp continuous rating, contact PenLight’s Engineering Department in advance to discuss requirements.

If the source for the underground service is from a power pole:

- Leave enough cable coiled at the base of the power pole for PenLight to make the connections up the pole (usually 35-40 feet, depending upon the pole height) contact PenLight Engineering for information).

- PenLight will provide and install the secondary riser (conduit) up the power pole at the customer’s expense.

If the source for the underground service is from an underground source:

- Leave enough cable coiled to wrap once around the device (no less than 10 feet).

Service conductors are recommended to be installed in electrical grade conduit from the meter base to the power device or pole. The conduit shall end between 2 and 3 feet from the power device or pole. PenLight also recommends that the conduit end between 2 and 3 feet from the service entrance/meter base riser to prevent water flow into the equipment. Each end should have a plastic bushing or bell end and should be sealed after the conductor is installed using RTV sealant or equivalent. Conduit should be continuous, so be sure to leave adequate conductor length.

**TEMPORARY SERVICES**

Temporary Services are to be used for construction purposes only. They are not intended to be used for RV’s, pumps, etc. The electrical permit for a temporary service expires 12 months after the date purchased. Please clearly mark the temporary post with the address of the jobsite to be served.

NOTICE: This form is intended for use as a guideline only. PenLight assumes no liability for the interpretation or application of its contents or any omitted items.
Underground Service Cable Policy

It has been a long-standing policy that the customer owns and is responsible for all of their secondary cable on either side of the meter, from PenLight’s connection device to the home and beyond.

Washington State Department of Labor and Industries, has determined that utility companies are NOT authorized to perform ANY repairs or maintenance on customer owned secondary wiring. Therefore, the following policy is in effect for PenLight and provided for your information.

During initial installation, for either a temporary or permanent service, the customer is responsible for providing ten feet of appropriately sized cable within two feet of the connection device. The connection device may be an underground secondary hand hole or transformer. When it is necessary to make a transition from overhead secondary to underground, the cable must be within two feet of the power pole and have a minimum of 35 feet of cable coiled up for the riser. PenLight’s employees are not responsible, nor are they expected, to excavate beyond two feet from our devices. If the cable is not within this distance, the crews will return the job for rescheduling. This action will also initiate an additional trip fee, which must be paid in advance prior to the job being rescheduled.

NOTE: This is just an added reminder and is not intended to provide all of the instructions contained within the information package.
## Engineering Services Fee Schedule

*Effective December 1, 2009*

### MEMBERSHIP FEE

Peninsula Light Company, a Mutual Corporation, is a non-profit organization that is owned by its members and governed by an elected Board of Directors.

All new services must be covered by a membership. The membership Fee is refundable, provided there are no outstanding bills, if the member leaves the Company’s serving area.

### RESIDENTIAL ENGINEERING DESIGN DEPOSIT

The Engineering Design Deposit is assessed for jobs more involved than a simple connection from the member’s service to an existing adequately sized underground transformer or connection point, and is intended to help recover some of the costs incurred when it is necessary for the engineer to visit the project site, discuss the project details, consult with other utilities or public agencies, and to calculate associated labor and material costs.

Upon request, PenLight will provide rough cost estimates free of charge for any standard line extension project. Overhead to underground conversions or system relocations shall require detailed cost estimates since costs may vary considerably depending on extent of job.

Those requests that require a detailed cost estimate shall first pay the design deposit. The design deposit shall be based on a percentage of the anticipated cost of construction or a minimum flat deposit, and shall be applied toward the final job costs provided full payment is received within 90 days of the estimate date.

Detailed cost estimates are valid for a period of 90 days from the date of the estimate. Additional design deposits shall be required if the 90 days has expired OR if any changes require the project to be redesigned or costs recalculated.

### TEMPORARY SERVICE HOOKUP FEE

Underground Service to an adequately sized transformer or connection point—In addition to the hookup fee, all equipment, conductor, and trenching is the responsibility of the customer.

Overhead Service—In addition to the hookup fee all equipment is the responsibility of the customer. Overhead temporary services are limited to a maximum drop distance of 200 feet. Beyond 200 feet, consult the company for details. Overhead services that require more than a 25’ triplex drop from a PenLight pole to the temporary service shall be assessed additional charges.

### RESIDENTIAL PERMANENT SERVICE HOOKUP FEES

1. **1 Phase 200 or 320 AMP self-contained meter** $245.00
2. **1 Phase 400 or 600 AMP CT meter (includes meter base, meter labor & TS)** $400.00

Underground service to adequately sized transformer or connection point—In addition to the hookup fee, all conductor, conduit, and trenching is the responsibility of the customer.
COMMERCIAL PERMANENT SERVICE HOOKUP FEES

1 Phase self-contained meter.................................................................$245.00
1 Phase CT meter (includes meter base, test switch, meter labor) .......................$400.00
3 Phase self-contained meter..................................................................$245.00
3 Phase CT meter (includes meter base, test switch, meter labor) .......................$650.00

Metering with customer interface (i.e., KYZ pulses)............ quote based on customer needs

Underground service to adequately sized transformer or connection point—Apartment buildings OR commercial projects that utilize a common service cable will pay a hookup fee of $245.00 for the first self-contained meter. Additional meters for that project will be charged $125.00 for each self-contained meter connected at the same time as the first meter.

OVERHEAD TO UNDERGROUND SERVICE CONVERSIONS

All equipment, conductor, conduit, and trenching is the responsibility of the customer. PenLight installs the conduit riser on the power pole at the customer’s expense.

RENTAL LIGHTS..................................................................................$80.00

Installation of a rental light will be charged a trip fee plus the cost of any additional materials that are needed to operate a rental light. Rental lights must be installed for a minimum of one (1) year. PenLight has the option to charge the customer for the removal of a rental light if it is removed prior to the first year.

TRIP FEE..............................................................................................$80.00

Trip fees shall be charged when the following situations occur:

- A hookup is requested by a customer prior to the service connection approval by the State Electrical Inspector.
- Additional trips are necessary for disconnecting and/or reconnecting temporary services, altered services, or permanent services.
- Additional trips are necessary to check for trench backfill or service approval.

All Engineering fees must be paid before any service connections will be made.

NOTE: If customers are connecting to a Private Main Line they will also need to pay a proportionate share of repayment. Private Main Line repayments, if any, are in addition to normal Engineering fees and shall be paid prior to hookup.
## Member Services Fee Schedule

**Effective September 1, 2008**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACCOUNT SETUP FEE</strong></td>
<td>$15.00</td>
</tr>
<tr>
<td>Re-establishing service for owners of rental properties</td>
<td>N/C</td>
</tr>
<tr>
<td><strong>SERVICE CALL</strong></td>
<td>$15.00</td>
</tr>
<tr>
<td>When door tags are delivered for Non-Sufficient Funds, past due balances and Membership payments.</td>
<td></td>
</tr>
<tr>
<td><strong>RECONNECT FEE (BUSINESS HOURS)</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td>Reconnects made between the hours of 8:00 am to 4:30 p.m. Monday thru Friday.</td>
<td></td>
</tr>
<tr>
<td>On-site collection (in lieu of disconnection, in addition to balance due)</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>RETURNED CHECK CHARGE</strong></td>
<td>$30.00</td>
</tr>
<tr>
<td>Applied to accounts when a check is returned for “Stop Payment Notice”, “Non-Sufficient Funds”, or “Account Closed”. This fee may also be charged for “declined” credit card payments.</td>
<td></td>
</tr>
<tr>
<td><strong>METER TAMPERING CHARGE</strong></td>
<td>$250+</td>
</tr>
<tr>
<td>Meters that have been tampered with or altered; i.e., an unauthorized meter, illegal wiring, or any other device or means utilized to prevent the accurate metering of electric use. This is in addition to recalculated or pro-rated bills for the estimated unmetered energy. Members will be charged for all overhead costs (time and materials). Fees will escalate incrementally by $250 for each incident for this consumer. This includes contractors accessing PenLight equipment without authorization.</td>
<td></td>
</tr>
<tr>
<td><strong>METER RESEALING CHARGE</strong></td>
<td>N/C</td>
</tr>
<tr>
<td>Service included in the Meter Tampering Charge.</td>
<td></td>
</tr>
<tr>
<td><strong>METER TEST</strong></td>
<td>N/C</td>
</tr>
<tr>
<td>Members are allowed one meter testing per year, excluding the first year of the meters life. If the tested meter is found to be fast by more than 2%, the customer’s bill will be adjusted and no fee will be charged.</td>
<td></td>
</tr>
<tr>
<td>Meters tested within the acceptable range during the first year of deployment</td>
<td>$30</td>
</tr>
</tbody>
</table>
Landscaping Guidelines for Padmount Transformers

WARNING

A PADMOUNT TRANSFORMER IS ENERGIZED EQUIPMENT

The tendency is for homeowners to plant around the pad mount transformer to “cover up the green box”. The reality is PenLight’s workers need room to work safely on this energized device. Obstructions can cause delays in power restoration, and overgrown or hindering vegetation can create an unsafe working environment.

Company Lock Grid Number

Figure 1  Figure 2

When planting a shrubbery around pad mount transformers, please use these guidelines for safe and effective landscaping.

- Call Underground Locating 48 hours before you plan to dig at 1-800-424-5555 and one of their company representatives will come out and locate existing buried conductors around the transformer.
- Keep all shrubs, fences and other permanent structures no closer than 12 feet from the front and 6 feet from the back and sides. (see Figure 1 above)
- **DO NOT** plant trees near pad mount transformers! A tree's large root system could lift the concrete pad and potentially create a power outage.
- Select plants that are slow growing and easy to maintain. Avoid using plants with thorns. (i.e., barberry, blackberry, hawthorn or roses)
- **DO NOT** over plant – use a few properly selected plants. (see the Recommended Species Selection guide below)
- **DO NOT** allow plants to overgrow the transformer. Valuable equipment can overheat and become damaged. Grid Numbers and/or company locks must be visible at all times. (See Figure 2 above) **DO NOT** plant vines or ivy which can attach to and potentially damage the transformer.
- **DO NOT** place dirt or wood chips against any portion of the transformer, as this could also cause it to overheat.
- **DO NOT** change grade levels around the pad mount transformer for a distance of 6 feet or less.
- **Recommended Species:** Azalea, Cotoneaster, Evergreen Huckleberry, Euonymus, Rhododendron, Salal

Recommended Species Selection guide below
NOTES:
1. THIS EQUIPMENT MAY BE CONSTRUCTED FOR OVERHEAD, UNDERGROUND, OR A COMBINATION OF OVERHEAD/UNDERGROUND SERVICE APPLICATIONS. WHEN CONSTRUCTED AS AN OH/UG DEVICE, A YELLOW CAUTION LABEL QUOTE "MINIMUM SHELL BE INSTALLED BELOW THE TERMINATIONS IN THE PULL SECTION READING "CAUTION: BUS ENERGIZED AT ALL TIMES".
2. TERMINATIONS FOR SERVICE CONDUCTORS SHALL BE ALUMINUM BODIED MECHANICAL LUGS WITH A RANGE OF NO. 6 THROUGH 1/0 AWG FOR THE 125 AMPERE DEVICE AND NO. 4 AWG THROUGH 250 KCMIL FOR THE 225 AMPERE DEVICE.
3. TERMINATIONS FEEDING THE TOP JAWS OF THE METER SOCKET ARE FOR LINE SIDE CONDUCTORS. TERMINATIONS FEEDING THE BOTTOM JAWS ARE FOR THE LOAD SIDE CONDUCTORS.
4. PROVIDE A BONDING SCREW OR JUMPER IF THE NEUTRAL TERMINAL IS INSULATED FROM THE ENCLOSURE.
5. A MINIMUM RADIAL CLEARANCE OF 1-1/2 INCHES SHALL BE PROVIDED BETWEEN THE HOT BUS TERMINALS. ALSO, 1-1/2" CLEARANCE BETWEEN HOT BUS AND GROUND OR NEUTRAL SURFACES.

<table>
<thead>
<tr>
<th>MAXIMUM CAPACITY</th>
<th>&quot;X&quot; MINIMUM DIAMETER</th>
<th>&quot;N&quot; MINIMUM DIAMETER</th>
<th>&quot;Y&quot; MINIMUM DIAMETER</th>
<th>CONDUIT RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>8&quot;</td>
<td>6&quot;</td>
<td>4&quot;</td>
<td>1-1/4&quot; - 2-1/2&quot;</td>
</tr>
<tr>
<td>225</td>
<td>8-1/2&quot;</td>
<td>8-1/2&quot;</td>
<td>5-1/2&quot;</td>
<td>1-1/2&quot; - 3&quot;</td>
</tr>
</tbody>
</table>

ALL DIMENSIONS SHOWN ARE IN INCHES
ALL DIMENSIONS ShOWN ARE IN INCHES

NOTES:
1. THE PANEL ShOWN IS A COMBINATION DEVICE HAVING BOTH A UTILITY SECTION (I.E. PULL SECTION AND METERING SECTION) AND A CUSTOMER SECTION, BUT MAY ALSO BE CONSTRUCTED WITHOUT AN ATTACHED CUSTOMER SECTION.

2. THE PANEL SHALL BE MARKED WITH EITHER A RATING OR ‘320 AMPERES CONTINUOUS’ OR ‘400 AMPERES MAXIMUM (320 AMPERES CONTINUOUS’)

3. MANUAL TEST BYPASS STUDS REQUIRED PER E.I.S.E.R.C. DWG. 302.B. BYPASS LEVER TYPE METER BASES ARE ALLOWED AS AN ALTERNATE.

4. BOTH RING AND RINGLESS TYPE SOCKETS ARE ACCEPTABLE. FOR RING-TYPE PANELS, THE PANEL SHALL BE PROVIDED WITH A SEALING RING AND THE METER SOCKET SHALL BE RIGIDLY MOUNTED ON A SUPPORT AND ATTACHED TO THE METER PANEL. FOR RINGLESS METER PANELS, THE METER PANEL SHALL BE REMOVABLE, SEALABLE, AND RADPROOF.
THIS DRAWING IS INTENDED ONLY AS A LAYOUT GUIDE AND NOT AS A DETAILED PARTS DRAWING.

1. Recommend schedule 40 Electrical grade conduit.

2. PLC's PROCEDURES FOR SERVICE HOOKUPS must be followed when installing.

3. To prevent water from entering the meter base or PLC equipment, a 24 to 36 inch gap is required at both ends of the conduit.

4. To prevent dirt and water from entering the conduit, both ends of conduit shall be sealed. Recommend an elastic sealant that does not harden.

5. Remote metering does not require conduit to building; however, conduit is recommended.

TYPICAL SECONDARY CONDUIT INSTALLATION.

PENINSULA LIGHT CO.

13315 Goodnough Drive N.W.
P.O. Box 78
Gig Harbor, WA 98336
(253) 857-1547 Engineering

see 03/10/14