



ELECTRIC SERVICE POLICY

STANDARD OPERATING PROCEDURES

TEMPORARY SERVICE.

It shall be the responsibility of the property owner or the contractor, for the installation of the temporary meter pedestal and all other equipment necessary for a temporary service. The line and load shall be the responsibility of the property owner. The City of St. James Electric Department shall not install any temporary service, but the Electric Department will install necessary connection equipment, only to the appropriate vault.

The property owner shall be responsible for any equipment use, wire, poles and all other equipment from the transformer, required to hook-up the temporary service.

The City of St. James Electrical Department shall furnish all necessary meters and transformers, only at the voltage deliverable at that location.

All temporary services shall be approved by the City Electrical Department before commencing with the construction and before energizing of the temporary service.

SERVICE CONNECTION FEE.

Unless otherwise specified in these policies and procedures, the City Electrical Department shall charge the cost of materials, plus 15% of any additional cost incurred for the installation of a service line (overhead or underground) from the transformer to the meter socket.

OVERHEAD CONSTRUCTION – COMMERCIAL & RESIDENTIAL SERVICES.

The City Electrical Department may provide overhead equipment at the discretion of the Light Superintendent. If approved, the City Electrical Department shall install all the necessary transformers to the distribution system for a new service. The cost for the new service shall be set at the discretion of the Light Superintendent.

If a property owner wishes to upgrade an existing service, the cost shall be charged according to the Service Connection Fee outlined in this policy.

In the event that new wire must be used for the upgrading of an existing service, the cost shall be charged according to the Service Connection Fee outlined in this policy.

UNDERGROUND CONSTRUCTION – NEW DEVELOPMENT & MUNICIPAL IMPROVEMENTS.

All new development area will have underground primary cable, secondary cable and house services. The City Electrical Department will provide and install pad mounted transformers, secondary pedestals, primary cable and other equipment necessary to service the new area.

For underground construction performed in conjunction with the electric system improvement plan developed by the City Electrical Department, the City Electrical Department shall furnish and install the primary cable, service pedestals, transformer pads and other necessary equipment required in the area being converted.

If the event a property owner wishes to upgrade an existing underground service in a new development area, or as part of the municipal electric system improvement plan, the cost shall be charged according to the Service Connection Fee outlined in this policy.

UNDERGROUND CONSTRUCTION – INDIVIDUAL CONVERSION.

A customer desiring conversion from existing overhead service to underground, which is not part of the municipal electric system improvement plan, shall make a written request to the Light Superintendent. The Light Superintendent shall obtain the necessary easements and schedule the installation.

The customer shall pay for the cost of conversion from overhead to underground or upgrading existing underground. The cost shall be charged according to the Service Connection Fee outlined in this policy.

Underground installation construction shall occur between the months of April and October, and construction may be started earlier than April or extended past October at the discretion of the Light Superintendent.

The City Electrical Department reserves the right to refuse to place underground facilities where, in its judgement, such is not acceptable.

UNDERGROUND CONSTRUCTION – COMMERCIAL AND INDUSTRIAL.

The City Electrical Department will provide the transformer for commercial and industrial service and the customer shall pay 100% of the cost.

The City Electrical Department shall order all transformers, and all transformer locations, KVA size, primary voltage and all other transformer specifications must be approved by the Light Superintendent.

The City Electrical Department will install the primary cable, primary and secondary terminations, and the primary and secondary luges, and the City Electrical Department will install the transformer pad. The customer will be responsible for the secondary wire and associated equipment.

Charges for a single phase commercial and/or industrial service shall be charged according to the Service Connection Fee outlined in this policy.

Underground installation construction shall occur between the months of April and October. Construction may be started earlier than April or extended past October under extenuating circumstances at the discretion of the Light Superintendent.

The City Electrical Department reserves the right to refuse to place underground facilities where, in its judgement, such is not acceptable.