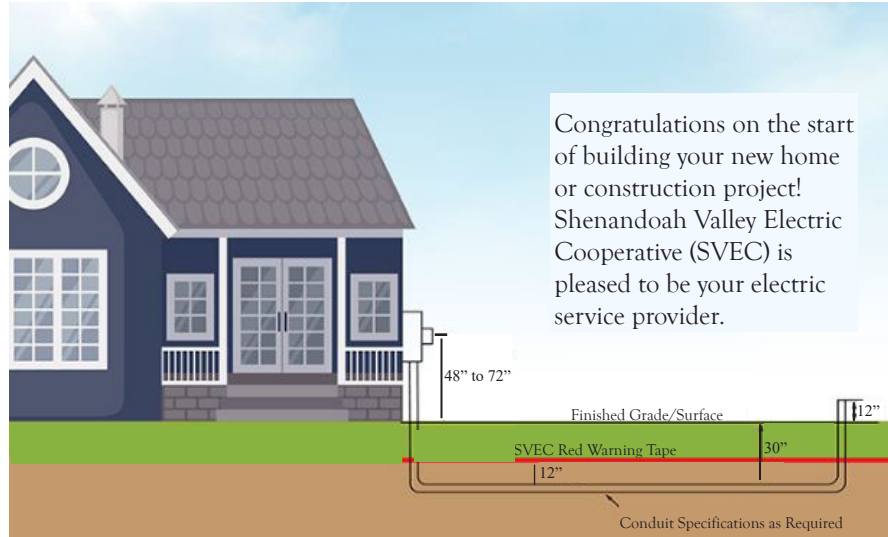


# Simplifying New Electric Service Setup



Congratulations on the start of building your new home or construction project! Shenandoah Valley Electric Cooperative (SVEC) is pleased to be your electric service provider.

## 1. Getting Started

To request new service, call us at 1-800-234-7832, as far in advance as possible. On that initial call, we'll take down the important details to get your work order submitted. An SVEC field engineering representative (FER) will contact you within five to ten business days to discuss next steps of your project.

## 2. What You'll Need

Have this information ready for the FER:

- Site readiness date
- Approved site plan showing location of structure, drain field, well, or water/sewer facilities
- Electricity load letter
- Copy of recorded deed for property
- Square footage of dwelling
- New 911 address of building, if known
- \_\_\_\_\_(other)

## 3. Working Together

Typically, within five to ten business days, our FER will visit the site. The FER will then develop a project plan and design package. This plan will include: right-of-way agreement and easement, route of line to serve meter, any necessary charges and member requirements, and any underground agreement. Meanwhile, you should prepare the site. As you do, please refer to the pre-construction checklist on this brochure. Once your site is ready, inform the FER by phone or email. Return the signed and completed agreements along with any payments required to SVEC. Then our FER will confirm the site's readiness and that the design package is complete. The FER will flag the proposed route for the electric line to be installed.

## 4. Inspection

You must schedule the required electrical inspection. After the inspection has been received, and all member requirements are complete, we can release the job for construction.

Customer Information provided to designer:	Dates
Customer Ready Date:	
Requested Project-Completion Date:	

## 5. Connecting Service

Our FER turns the project over to construction for installation. If required, we will contact Miss Utility to mark all non-private underground utilities. We will then perform the work required to complete your request. Please note that inclement weather and emergency-service restoration may affect the completion dates.



**Shenandoah Valley Electric Cooperative**

A Touchstone Energy® Cooperative 



www.svec.coop

Contact: \_\_\_\_\_

# General Requirements for New Setup

The standard voltage for a residence is 200 or 400 amp 120/240 volt single phase. The meter bases and slip joints are supplied by SVEC, but it is the responsibility of the person requesting service to have them installed, based on required specifications. Meter bases shall be mounted 48" to 72" to center of base, above finished grade or surface. Meter bases shall not be mounted above a deck or other surface unless approved prior to installation.

Extension of the cooperative's facilities are subject to our current Terms and Conditions for Providing Electric Service on file with the State Corporation Commission. Compliance with the latest edition of the National Electrical Safety Code (NESC), National Electric Code (NEC) and all other applicable local or state safety codes as necessary.

## Pre-Construction Checklist

### Pre-site visit:

- Mark property lines
- Mark all private underground facilities
- Ensure lot is within 6" of final grade
- Sign & return underground agreement and any required easements to SVEC
- Make all necessary payments to SVEC
- Complete overhead/underground service entrance as required
- Ensure overhead attachment point is adequate per FER direction; consult FER on meter location
- Trench, install and mark conduit per SVEC requirements
- Clear obstructions from cable route and space around meter
- When the site is ready, notify your FER
- Electrical inspection



**Shenandoah Valley  
Electric Cooperative**

® A Touchstone Energy® Cooperative 



[www.svec.coop](http://www.svec.coop)

Contact: \_\_\_\_\_