


# NEW SERVICE PACKET FOR MEMBERS



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## TABLE OF CONTENTS

1. SHELBY ENERGY CONTACT INFORMATION
2. NEW SERVICE CHECKLIST
3. STATE ELECTRICAL INSPECTOR CONTACT INFORMATION
4. TEMPORARY METER POLE
5. UNDERGROUND TEMPORARY METER POLE
6. OVERHEAD SERVICE THROUGH THE ROOF
7. OVERHEAD SERVICE BELOW THE ROOF
8. UNDERGROUND PRIMARY
- 9/10. UNDERGROUND SERVICE
11. METER POLE
12. METER PEDESTAL
- 13/14. RIGHT-OF-WAY CLEARING
- 15/16. SERVICE REQUEST SUMMARY




Know what's below.  
Call before you dig.

# SHELBY ENERGY CONTACT INFORMATION



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## BILLING & CUSTOMER SERVICE – NEW SERVICE REQUESTS

502-633-4420

## DISPATCH – DITCH INSPECTION SCHEDULING AND NOTIFICATION ROW HAS BEEN CUT

502-633-0363

## OPERATIONS – QUESTIONS REGARDING SCHEDULING


502-437-8177



# NEW SERVICE CHECKLIST



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- 911 ADDRESS ACQUIRED
- DIRT WORK/FOUNDATION STARTED
- SERVICE ORDER CREATED WITH CUSTOMER SERVICE
- DEPOSIT PAID (IF APPLICABLE)
- MET WITH STAKING TECHNICIAN ON SITE
- OTHER FEES PAID (IF APPLICABLE)
- SIGNED AND NOTORIZED EASEMENTS RETURNED TO SHELBY ENERGY (IF APPLICABLE)
- METER BASE INSTALLED AT APPROVED LOCATION
- ALL DITCH INSPECTIONS PASSED (IF APPLICABLE)
- DITCHES ARE COVERED AND SHELBY ENERGY DISPATCH NOTIFIED (IF APPLICABLE)
- RIGHT-OF-WAY CLEARED AND SHELBY ENERGY DISPATCH NOTIFIED (IF APPLICABLE)
- STATE ELECTRICAL INSPECTION COMPLETE



# STATE ELECTRICAL INSPECTORS



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## SHELBY/ANDERSON/FRANKLIN COUNTIES

- INSPECTOR: CRAIG BITZER
- PHONE: 502-829-0054
- (CALL BETWEEN 6:30 – 8:00 A.M. ON M-W-F)

## HENRY/OLDHAM/TRIMBLE/CARROLL COUNTIES

- INSPECTOR: JERRY DUNAWAY
- PHONE: 502-643-6168


## SPENCER COUNTY

- INSPECTOR: STEVE CLARK
- PHONE: 502-477-3275 OR 502-477-3218

# TEMPORARY METER POLE



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- 1/2" EYE BOLT OR FOR ATTACHMENT POINT

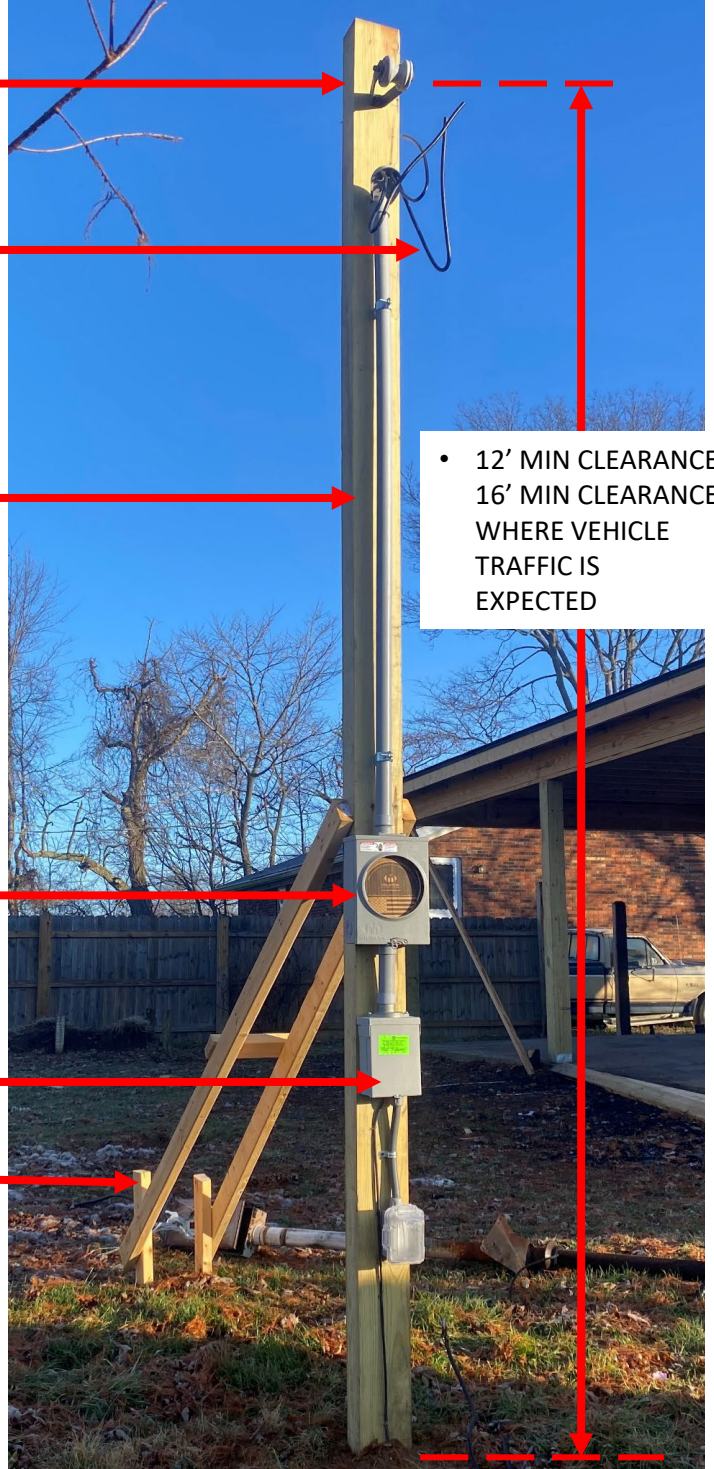
- 18" OF WIRE EXTENDED FROM WEATHERHEAD

- 6X6 POST MINIMUM

- METER BASE MOUNTED 5-6 FT ABOVE GRADE

- DISCONNECT

- TWO OR MORE BRACES




- 12' MIN CLEARANCE  
16' MIN CLEARANCE  
WHERE VEHICLE  
TRAFFIC IS  
EXPECTED



# UNDERGROUND TEMPORARY METER POLE



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- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE
- DISCONNECT
- METER BASE MOUNTED TO 8 FT 4X4 POST
- TEMP POLE TO BE SET 2 FT FROM UTILITY TRANSFORMER/PEDESTAL
- IF SETTING NEXT TO TRANSFORMER, SET ON RIGHT SIDE
- MIN 6 FT OF TEMP WIRE PROVIDED BY MEMBER/ELECTRICIAN
- BURY 2 FT DEEP (STOP DIGGING AT TRANSFORMER/PEDESTAL)



TRANSFORMER




RIGHT SIDE



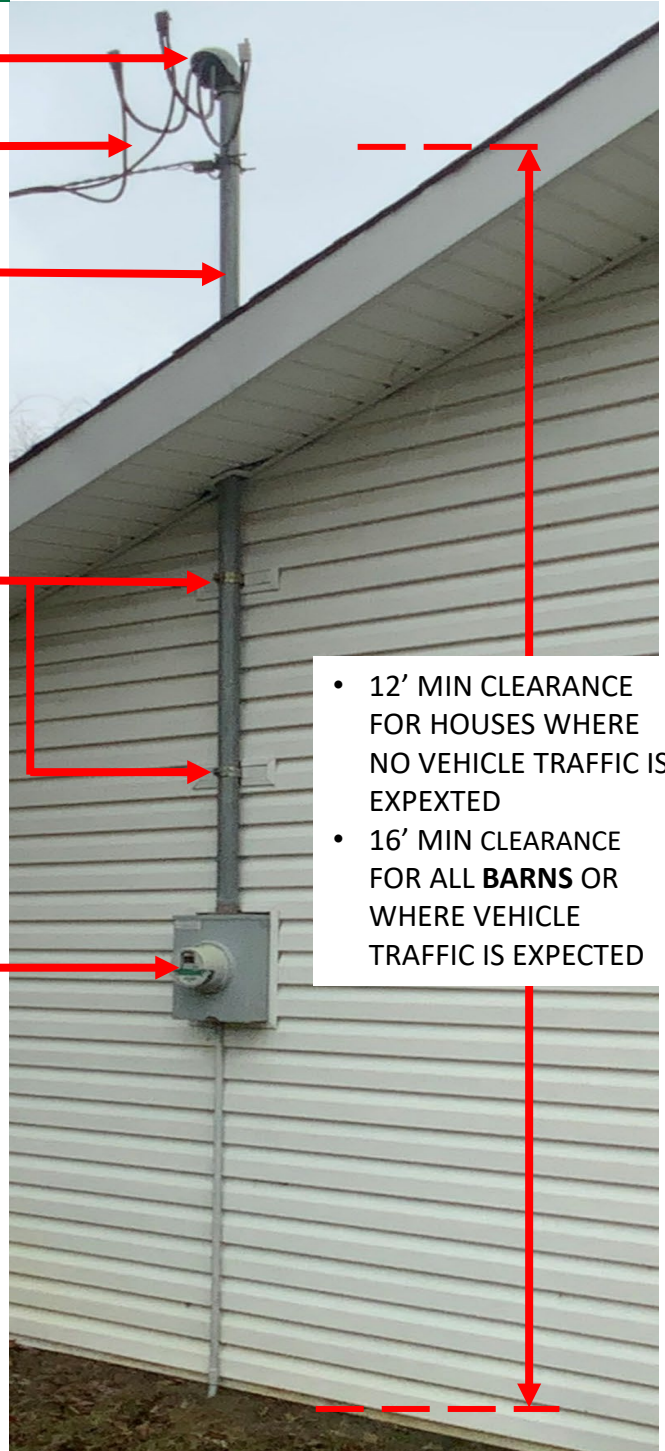
# OVERHEAD SERVICE THROUGH THE ROOF



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- CONDUIT TO EXTEND 2' MIN – 3'6" MAX ABOVE ROOF
- 18" OF WIRE EXTENDED FROM WEATHERHEAD
- 2-1/2" RIGID STEEL CONDUIT
- 2 OR MORE THROUGH-THE-WALL CONDUIT SUPPORTS
- METER BASE MOUNTED 5-6 FT ABOVE GRADE



- 12' MIN CLEARANCE FOR HOUSES WHERE NO VEHICLE TRAFFIC IS EXPECTED
- 16' MIN CLEARANCE FOR ALL **BARN**S OR WHERE VEHICLE TRAFFIC IS EXPECTED






# OVERHEAD SERVICE BELOW THE ROOF



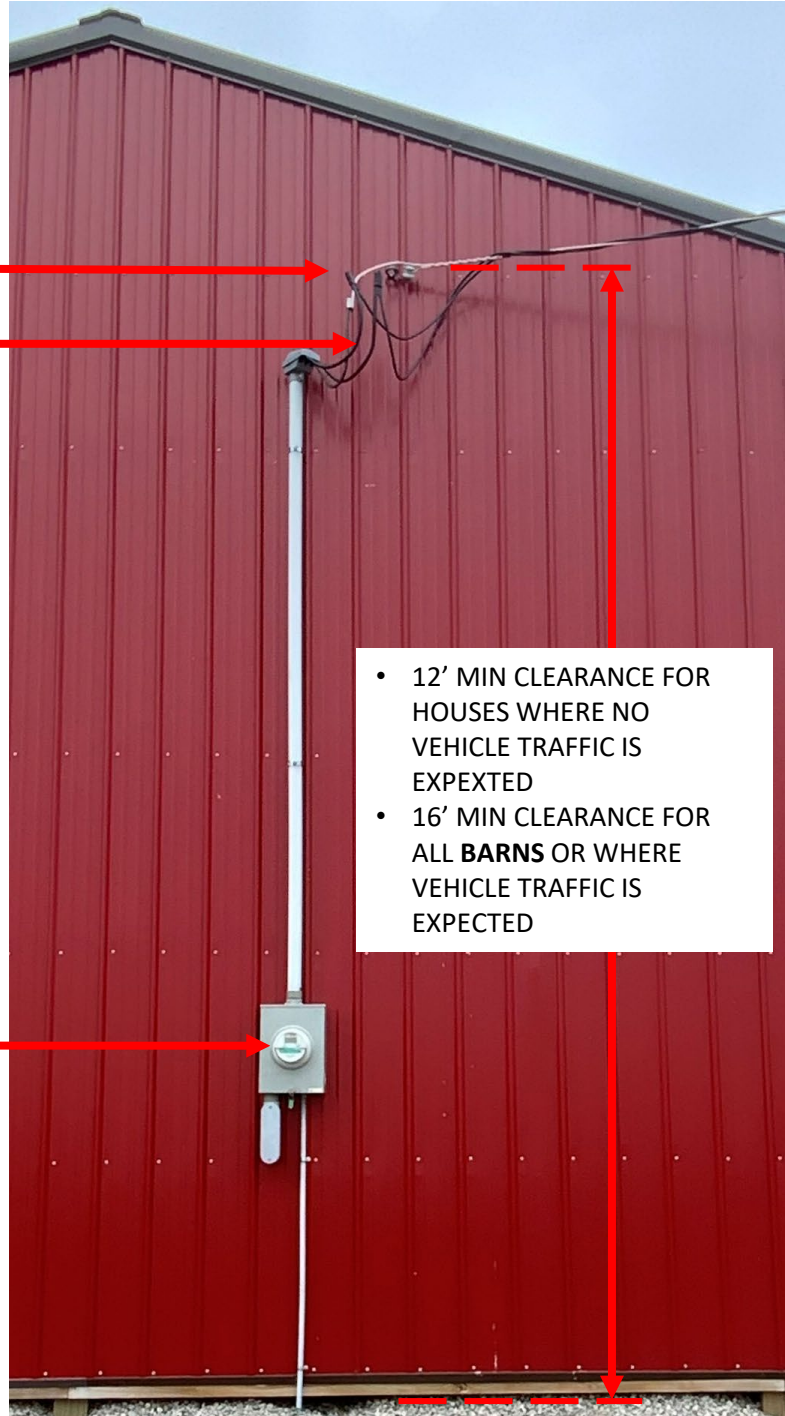
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- 1/2" EYE BOLT THROUGH 6X6 POST FOR ATTACHMENT POINT

- 18" OF WIRE EXTENDED FROM WEATHERHEAD

- METER BASE MOUNTED 5-6 FT ABOVE GRADE






# UNDERGROUND PRIMARY



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**DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE**

- CONDUIT IN DITCH SHALL BE 3"
- SCHED 40 PVC IN GROUND
- SCHED 80 PVC ABOVE GROUND
- SCHED 80 PVC ELBOWS (90° - 36" RADIUS ONLY)
- **LEAVE 3 STICKS OF 10 FT 2-1/2" SCHED 80 PVC CONDUIT FOR SHELBY ENERGY TO USE UP POLE**
- 4 FT DEEP TRENCH FROM POLE TO TRANSFORMER



- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND TAPED TOGETHER WHEN INSTALLING FOR PADMOUNT TRANSFORMER AND/OR PULL BOXES
- INSTALL "**STUBOUT**" (ELBOW, STICK OF CONDUIT, AND PULL STRING) FOR FUTURE SERVICE – THIS WILL HELP AVOID SCHEDULING WITH SHELBY ENERGY TO ACCESS INSIDE TRANSFORMER AT LATER DATE



- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND AGAINST EXISTING POLE USING CONDUIT STRAP
- IF NO POLE IS EXISTING, TURN CONDUIT UP 1 FT ABOVE GRADE AND AGAINST STAKE



# UNDERGROUND SERVICE (PAGE 1 OF 2)



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**DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE**

- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE

- PULL STRING INSTALLED THROUGH CONDUIT TO POLE OR TRANSFORMER

- 3" OR 2-1/2" SCHED 80 PVC CONDUIT TO ENTER LEFT OR RIGHT SIDE KNOCKOUT OF METER BASE

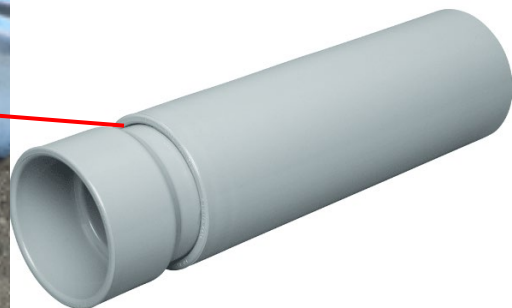
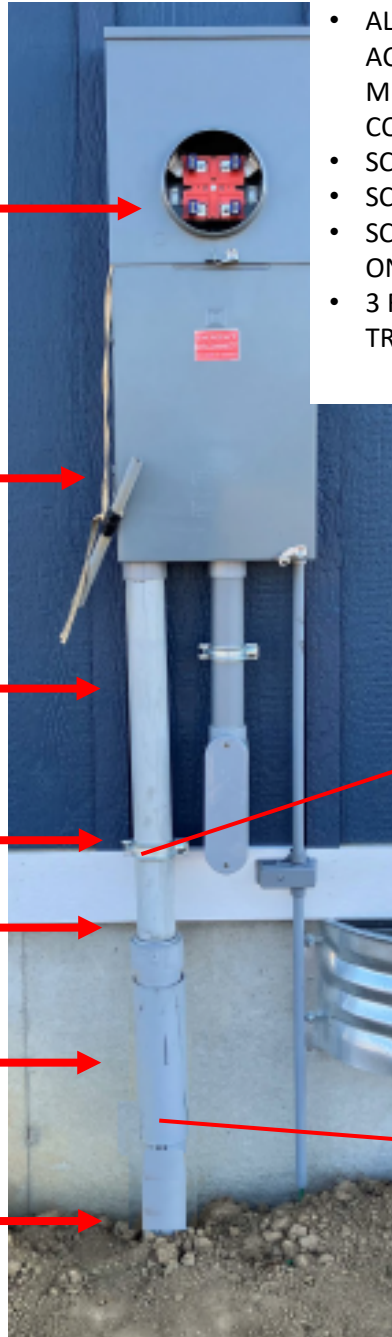
- 1/2" THROUGH WALL CONDUIT SUPPORT ABOVE EXPANSION COUPLING

- 3" X 2-1/2" REDUCER IF NEEDED

- 3" EXPANSION COUPLING  
\*MAKE SURE IT IS FULLY COLLAPSED

- 3" SCHED 80 PVC 3FT RADIUS ELBOW

- ALL CONDUIT TO BE 3" (2-1/2" IS ACCEPTABLE TO ACCOMMODATE 200 AMP METER BASE ABOVE EXPANSION COUPLING)
- SCHED 40 PVC IN GROUND
- SCHED 80 PVC ABOVE GROUND
- SCHED 80 PVC ELBOWS (90° - 36" RADIUS ONLY)
- 3 FT DEEP TRENCH FROM METER TO TRANSFORMER OR POLE



# UNDERGROUND SERVICE (PAGE 2 OF 2)



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**DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE**

- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND TAPED TOGETHER WHEN INSTALLING FOR PADMOUNT TRANSFORMER AND/OR PULL BOXES
- CONTACT SHELBY ENERGY TO SCHEDULE ASSISTANCE IN RUNNING CONDUIT INTO EXISTING TRANSFORMER OR PEDESTAL

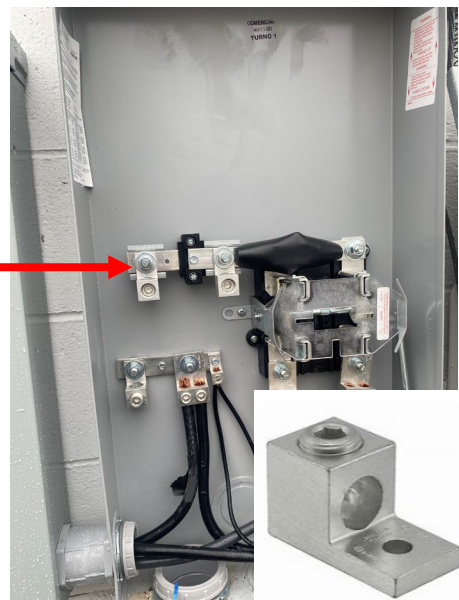


- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND AGAINST EXISTING POLE USING CONDUIT STRAP
- IF NO POLE IS EXISTING, TURN CONDUIT UP 1 FT ABOVE GRADE AND AGAINST STAKE
- **LEAVE 3 STICKS OF 10 FT 2-1/2" SCHED 80 PVC CONDUIT FOR SHELBY ENERGY TO USE UP POLE**



## **400 AMP SERVICES**

- ALL CONDUIT TO BE 3"
- 400 AMP SERVICES REQUIRE LUGS TO ACCOMMODATE 350KCMIL ALUMINUM CONDUCTOR





# METER POLE



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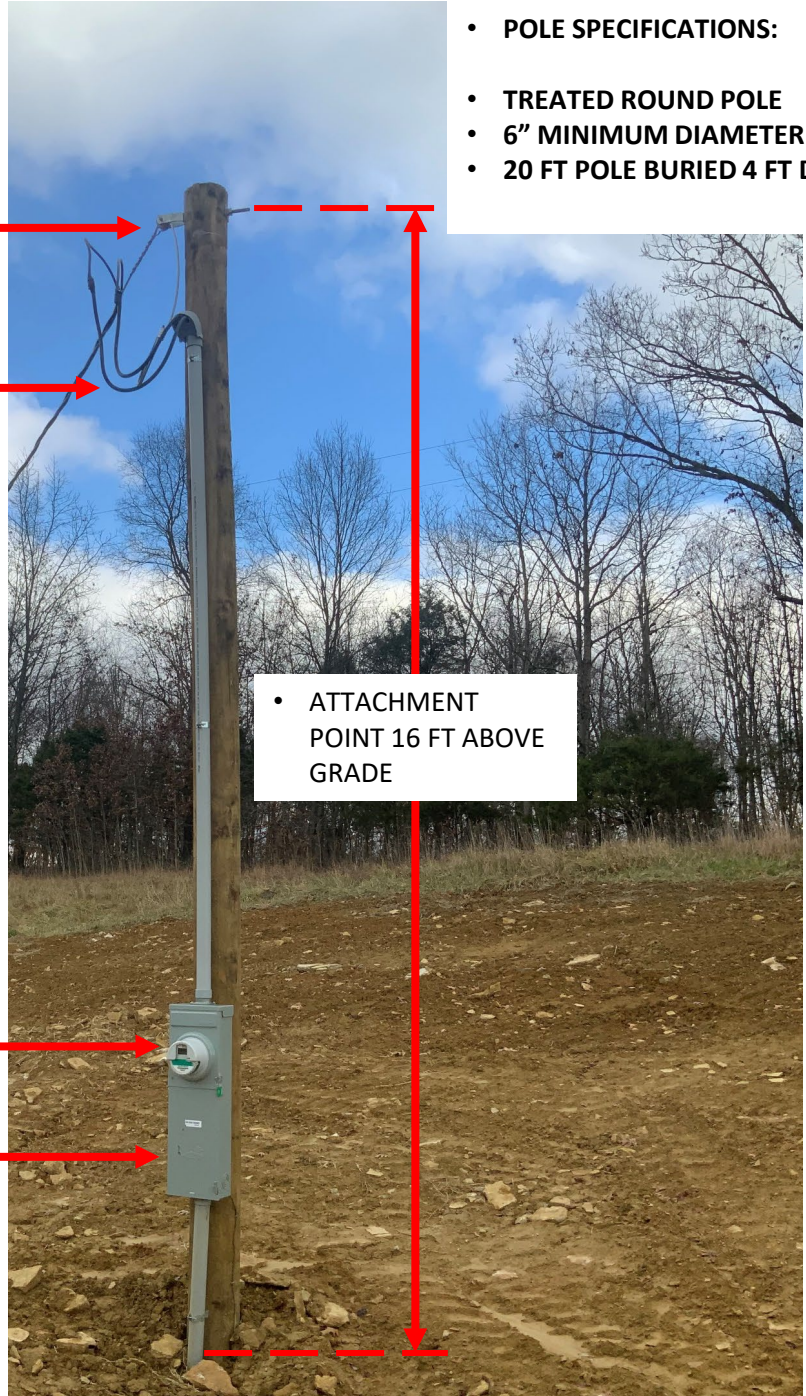
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- 1/2" EYE BOLT FOR ATTACHMENT POINT
- 18" OF WIRE EXTENDED FROM WEATHERHEAD

- POLE SPECIFICATIONS:
- TREATED ROUND POLE
- 6" MINIMUM DIAMETER
- 20 FT POLE BURIED 4 FT DEEP

- ATTACHMENT POINT 16 FT ABOVE GRADE

- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE
- DISCONNECT






# METER PEDESTAL

**DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE**



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- THIS PAGE SHOWS OPTIONS AVAILABLE FOR METER PEDESTALS
  1. 1-5/8" UNISTRUT STAND
  2. PLYWOOD OR "WALL" MOUNTED TO 4X4 POSTS – ALL TREATED
  3. TWO TREATED 6X6 POSTS BOLTED TOGETHER
- METER MUST HAVE MINIMUM OF 100A DISCONNECT
- REFERENCE "UNDERGROUND SERVICE" PAGE FOR ALL OTHER REQUIREMENTS INCLUDING:
  - METER BASE HEIGHT
  - EXPANSION COUPLING
  - CONDUIT CLAMP
  - CONDUIT SIZE AND SCHEDULE
  - PULL STRING
  - NOTE CONDUIT AND METER BASE LUG SIZE FOR 400AMP SERVICES AND ABOVE

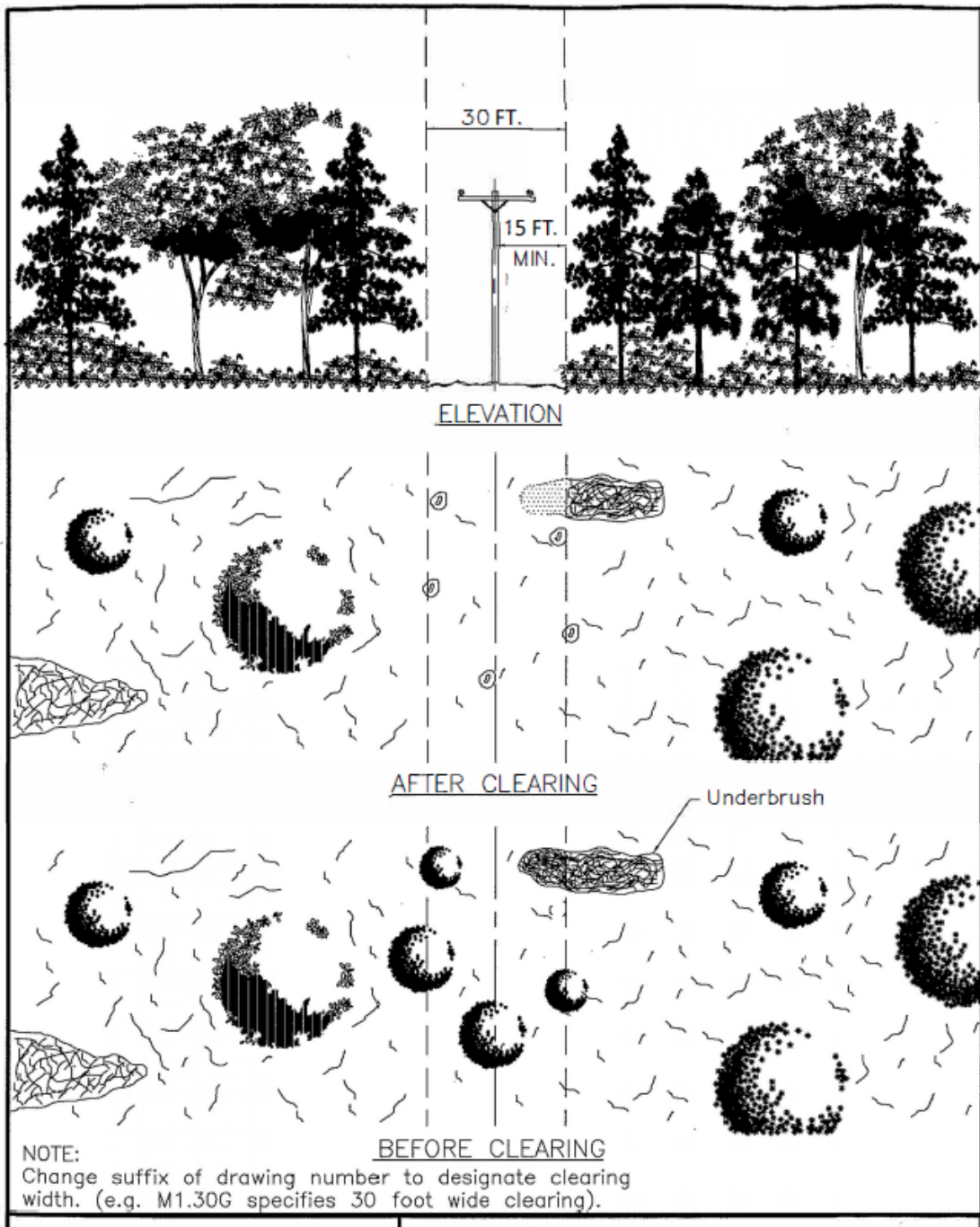


# RIGHT-OF-WAY CLEARING (PAGE 1 OF 2)



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- TREES AND BRUSH SHALL BE WINDROWED AND COMPLETELY CLEAR OF 30 FT ROW PATH
- CALL AND NOTIFY DISPATCH @ 502-633-0363 ONCE ROW CLEARING IS COMPLETE

RIGHT-OF-WAY CLEARING GUIDE



### RIGHT-OF-WAY CLEARING SPECIFICATIONS

The right-of-way shall be prepared by removing trees, clearing underbrush, and trimming trees so that the right-of-way is cleared close to the ground and to the width specified. However, low growing shrubs, which will not interfere with the operation or maintenance of the line, shall be left undisturbed if so directed by the owner. Slash may be chipped and blown on the right-of-way if so specified.

The landowner's written permission shall be received prior to cutting trees outside of the right-of-way. Trees fronting each side of the right-of-way shall be trimmed symmetrically unless otherwise specified. Dead trees beyond the right-of-way which would strike the line in falling shall be removed. Leaning trees beyond the right-of-way which would strike the line in falling and which would require topping if not removed, shall either be removed or topped, except that shade, fruit, or ornamental trees shall be trimmed and not removed, unless otherwise authorized.

- **TREES AND BRUSH SHALL BE WINDROWED AND COMPLETELY CLEAR OF 30 FT ROW PATH**
- **CALL AND NOTIFY DISPATCH @ 502-633-0363 ONCE ROW CLEARING IS COMPLETE**








# SERVICE REQUEST SUMMARY



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## ROUGH SKETCH OF WHERE METER BASE SHOULD BE LOCATED ON STRUCTURE



Know what's below.  
Call before you dig.