



# Shelby Energy Cooperative

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A Touchstone Energy Cooperative



STAKING TECHNICIAN: \_\_\_\_\_

## ***Service Specifications***

### **Page**

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- 2) Electrical Inspector Contact Information
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**DITCH INSPECTIONS NEED 24 HOUR NOTICE**

**CALL DISPATCH @ 502.633.0363**

**Any questions regarding scheduling of jobs where all requirements have been met, please call Mike Mason at 502-437-8177**



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## **CHECKLIST FOR NEW SERVICES**

\_\_\_ \_\_\_ Deposits required are paid.

\_\_\_ \_\_\_ Advanced line fees paid.

\_\_\_ \_\_\_ Other associated fees paid.

\_\_\_ \_\_\_ Signed and notarized landowner easements returned to SEC.

\_\_\_ \_\_\_ Signed and notarized neighboring landowner easements returned to SEC.

\_\_\_ \_\_\_ Meter base installed at approved location.

\_\_\_ \_\_\_ UG pipe and/ or service entrance installed per Shelby Energy spec.

\_\_\_ \_\_\_ Ditch Inspection completed by Shelby Energy.

\_\_\_ \_\_\_ State Electrical Inspection completed and faxed/emailed to Shelby Energy



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## ***KENTUCKY STATE ELECTRICAL INSPECTORS***

### **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 Dunnaway

Phone#: 502-643-6168

### **Spencer County**

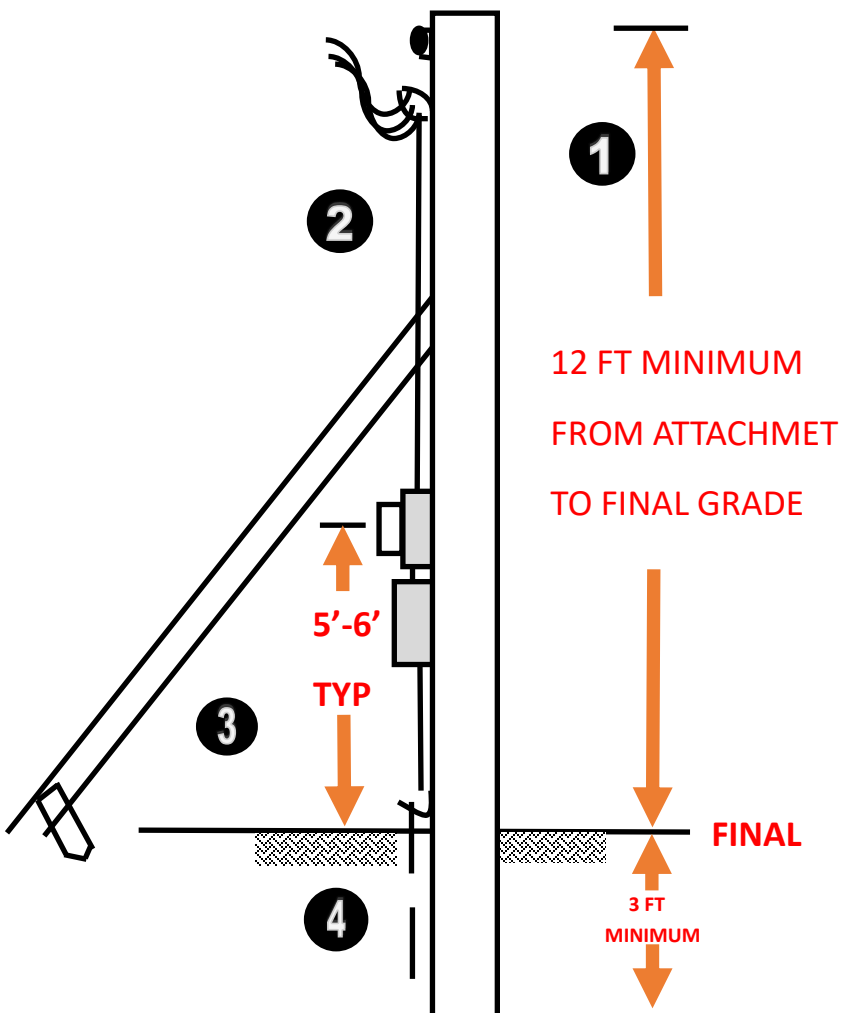
Inspector: Steve Clark

Phone#: 502-477-3275

502-477-3218

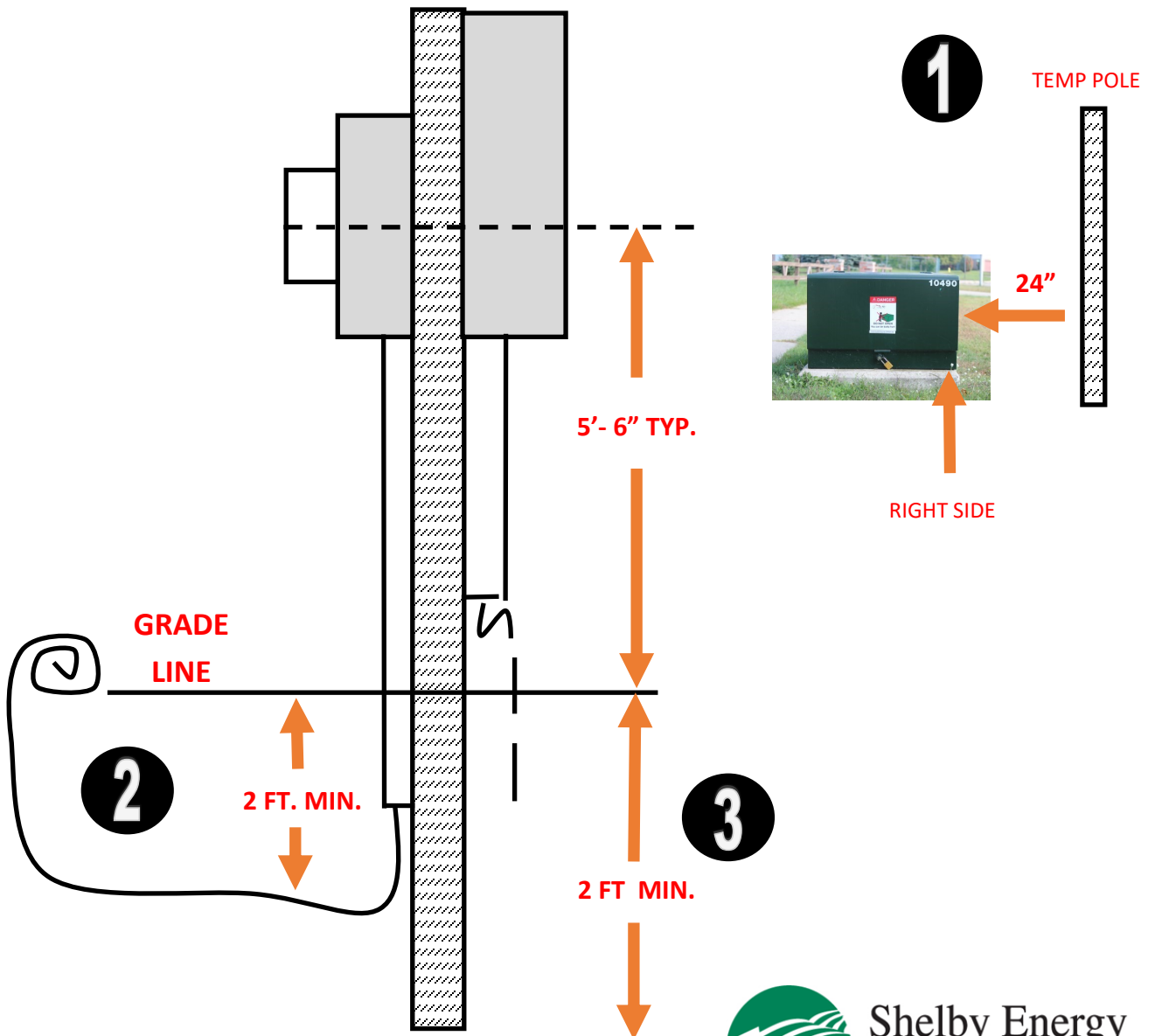
# TEMPORARY METER POLE

- 1** 12 FT. MINIMUM ATTACHMENT HEIGHT FOR SPACES AND WAYS SUBJECT TO PEDESTRIAN OR RESTRICTED TRAFFIC. 16 FT. MINIMUM CLEARANCE ABOVE DRIVEWAYS, PARKING LOTS, ALLEYS, CULTIVATED OR GRAZING, OR OTHER LAND TRAVERSED BY VEHICLES.
- 2** TEMPORARY POLE TO BE CONSTRUCTED OUT OF 2) 2"X6"X 15' FORMING A TEE OR 1) 4"X6"X 15' POST. IF THE TEMPORARY SERVICE IS TO BE LONGER THAN 50 FT, A 6"X6"X 15' POST WILL BE REQUIRED. NO TEMPORARY SERVICE SHALL EXCEED 75 FT. IN LENGTH.
- 3** REQUIRED MATERIALS MUST BE FURNISHED BY THE CONSUMER AND/OR ELECTRICIAN AND MUST MUST BE INSTALLED PER THE NATIONAL ELECTRIC CODE AND SHALL BE INSPECTED BY THE COUNTY APPOINTED STATE ELECTRICAL INSPECTOR.
- 4** TEMPORARY METER POLE IS TO BE INSTALLED WHERE STAKED BY SHELBY ENERGY REPRESENTATIVE



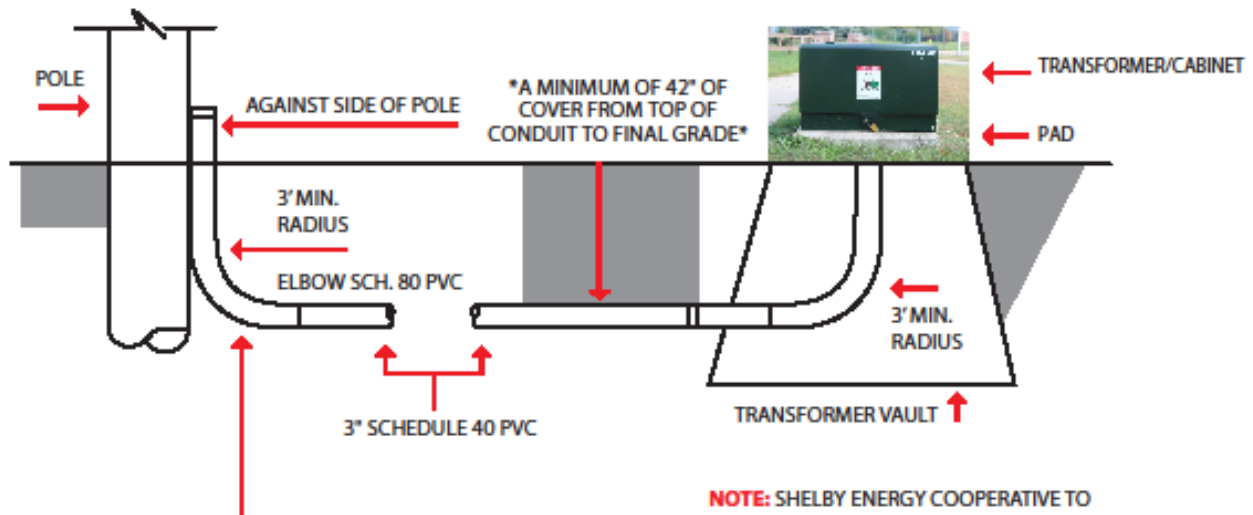
# UG TEMPORARY METER POLE

- 1 TEMPORARY METER POLE IS TO BE LOCATED WITHIN 24" OF PADMOUNT TRANSFORMER/ SECONDARY PEDESTAL. IT SHALL BE LOCATED ON THE RIGHT SIDE OF THE TRANSFORMER/ PEDESTAL. ( RIGHT SIDE IF FACING THE LOCK) THERE SHOULD BE A MINIMUM OF 6' OF CABLE FOR SHELBY ENERGY TO MAKE THE CONNECTION.
- 2 REQUIRED MATERIALS MUST BE FURNISHED BY THE CONSUMER/ ELECTRICIAN AND MUST BE INSTALLED PER THE NATIONAL ELECTRIC CODE AND SHALL BE INSPECTED BY THE APPOINTED STATE ELECTRICAL INSPECTOR.
- 3 ALL MATERIALS ARE TO BE MOUNTED TO 1) 2"x6"x8' OR 1) 4"x4"x8" POST.



# UNDERGROUND PRIMARY

- 1) SHELBY ENERGY COOPERATIVE TO APPROVE PADMOUNT TRANSFORMER AND/OR PULL BOX LOCATIONS.
- 2) CONDUIT TO BE FURNISHED AND INSTALLED BY CONSUMER, INCLUDING A CONDUIT PULL ROPE.
- 3) TRENCH TO BE LEFT OPEN FOR SHELBY ENERGY COOPERATIVE TO INSPECT. PLEASE REFER TO TRENCHING AND CONDUIT SPECIFICATIONS BELOW.



ALL PRIMARY TO BE CONSTRUCTED WITH ONLY ELECTRICAL 90° ELBOWS and 45° ANGLE FITTINGS, SHALL BE NO MORE THAN 3-90° ELBOWS OR COMBINATION THEREOF. FOR EXAMPLE, 1-90 AT THE HOUSE, 1-90 AT THE POLE OR TRANSFORMER, 1-90 or 2-45's CAN BE INSTALLED IN THE REMAINING CONDUIT. ALL RISER ELBOWS TO BE SCH. 80 PVC.

**NOTE:** SHELBY ENERGY COOPERATIVE TO FURNISH AND INSTALL TRANSFORMER VAULT AND/OR FEED-THRU PULL BOXES, AFTER CONDUIT HAS BEEN INSTALLED.

**IMPORTANT:** SHOULD TRENCH LENGTH EXCEED 500' AND/OR HAVE CHANGES IN TERRAIN, AND DIRECTION THAT PREVENTS ADEQUATE INSTALLATION OF COOPERATIVE FACILITIES, THEN FEED-THRU/PULL BOXES MAY BE ADDED INTERMITTENTLY ALONG TRENCH ROUTE AS DETERMINED BY YOUR SHELBY ENERGY COOPERATIVE.



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# UNDERGROUND METER PEDESTAL

1

CONSTRUCTED WITH 2) 6"X6" TREATED POSTS, BOLTED TOGETHER AND SET IN THE GROUND 3 FEET.

2

METER BASE SHOULD BE MINIMUM OF 5 FEET ABOVE GROUND WITH MAXIMUM OF 6 FEET ABOVE GROUND. DISCONNECT/ BREAKER PANEL CAN BE MOUNTED BELOW OR ON OPPOSITE SIDE OF PEDESTAL.

3

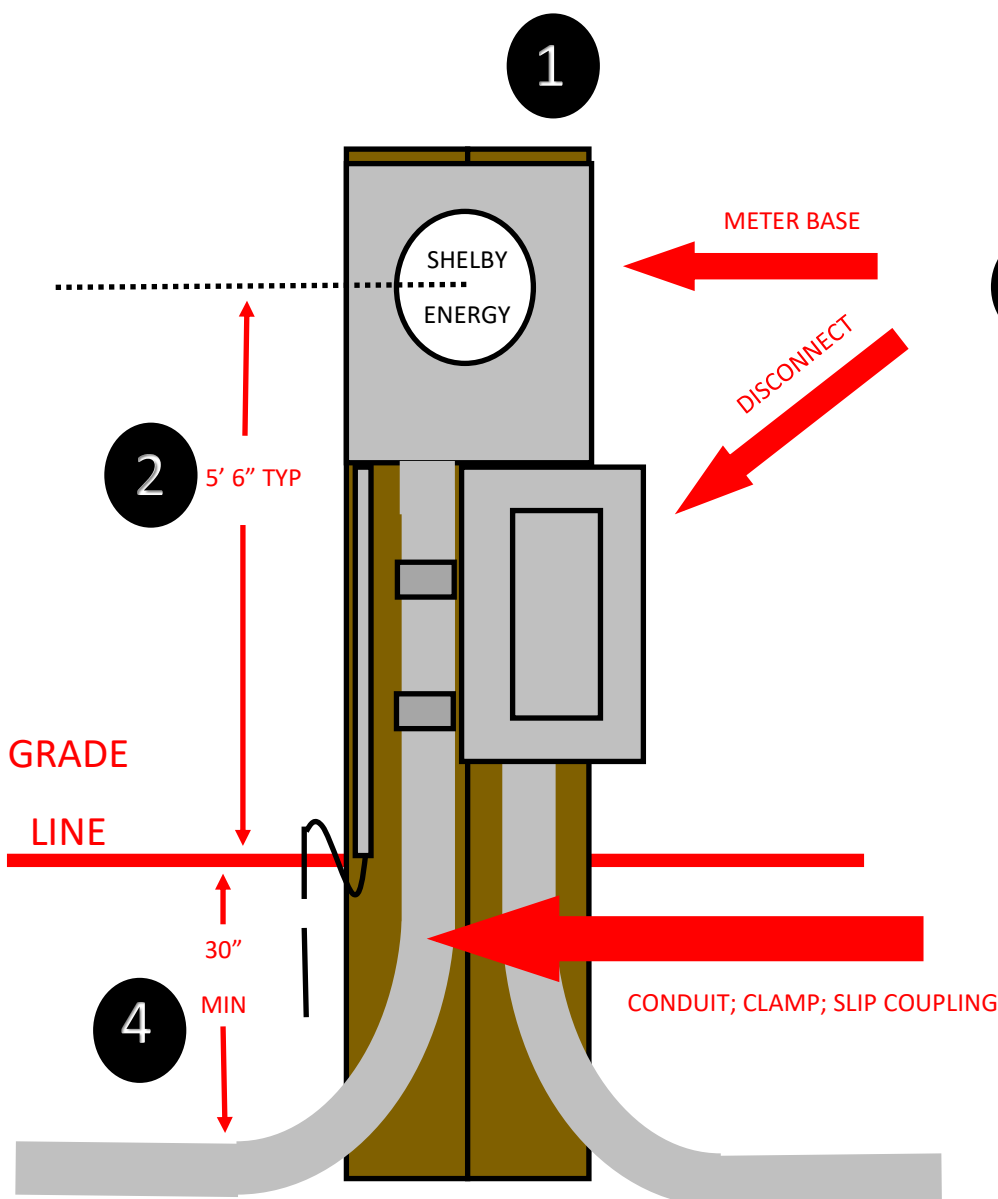
MATERIALS ARE TO BE PROVIDED AND INSTALLED BY THE MEMBER/ ELECTRICIAN PER THE NATIONAL ELECTRIC CODE AND MUST BE INSPECTED BY THE COUNTY APPOINTED STATE ELECTRICAL INSPECTOR.

4

SUPPLY CONDUIT MUST BE A MINIMUM OF 30" DEEP FROM FINAL GRADE.



Know what's below.  
Call before you dig.

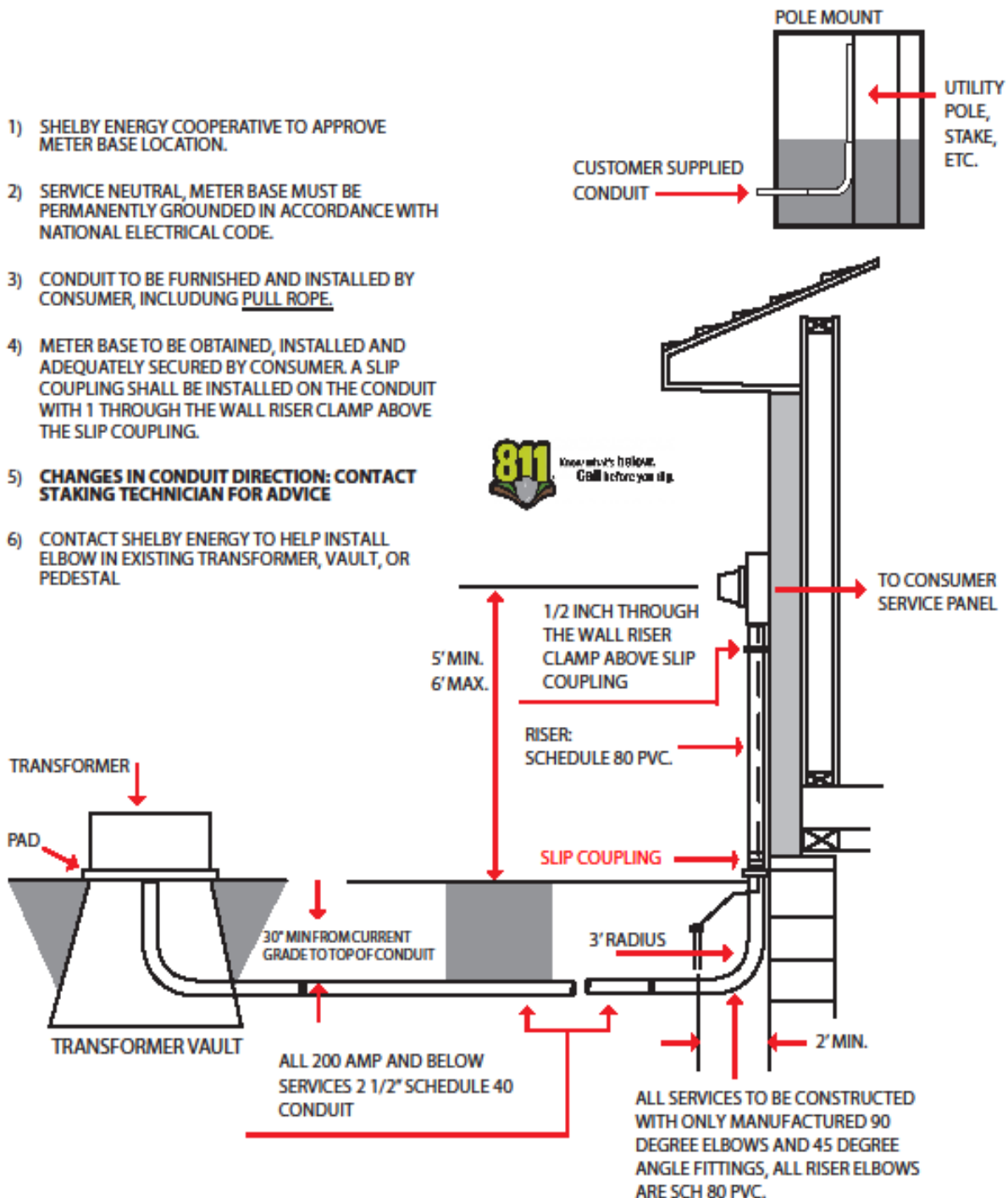


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# UNDERGROUND SERVICE

- 1) SHELBY ENERGY COOPERATIVE TO APPROVE METER BASE LOCATION.
- 2) SERVICE NEUTRAL, METER BASE MUST BE PERMANENTLY GROUNDED IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE.
- 3) CONDUIT TO BE FURNISHED AND INSTALLED BY CONSUMER, INCLUDING PULL ROPE.
- 4) METER BASE TO BE OBTAINED, INSTALLED AND ADEQUATELY SECURED BY CONSUMER. A SLIP COUPLING SHALL BE INSTALLED ON THE CONDUIT WITH 1 THROUGH THE WALL RISER CLAMP ABOVE THE SLIP COUPLING.
- 5) **CHANGES IN CONDUIT DIRECTION: CONTACT STAKING TECHNICIAN FOR ADVICE**
- 6) CONTACT SHELBY ENERGY TO HELP INSTALL ELBOW IN EXISTING TRANSFORMER, VAULT, OR PEDESTAL



**IMPORTANT:** SHOULD TRENCH LENGTH EXCEED 150' OR SERVICE ENTRANCE SIZE BE LARGER THAN 200 AMP, CONSULT WITH SHELBY ENERGY COOPERATIVE FOR SPECIAL DESIGN.



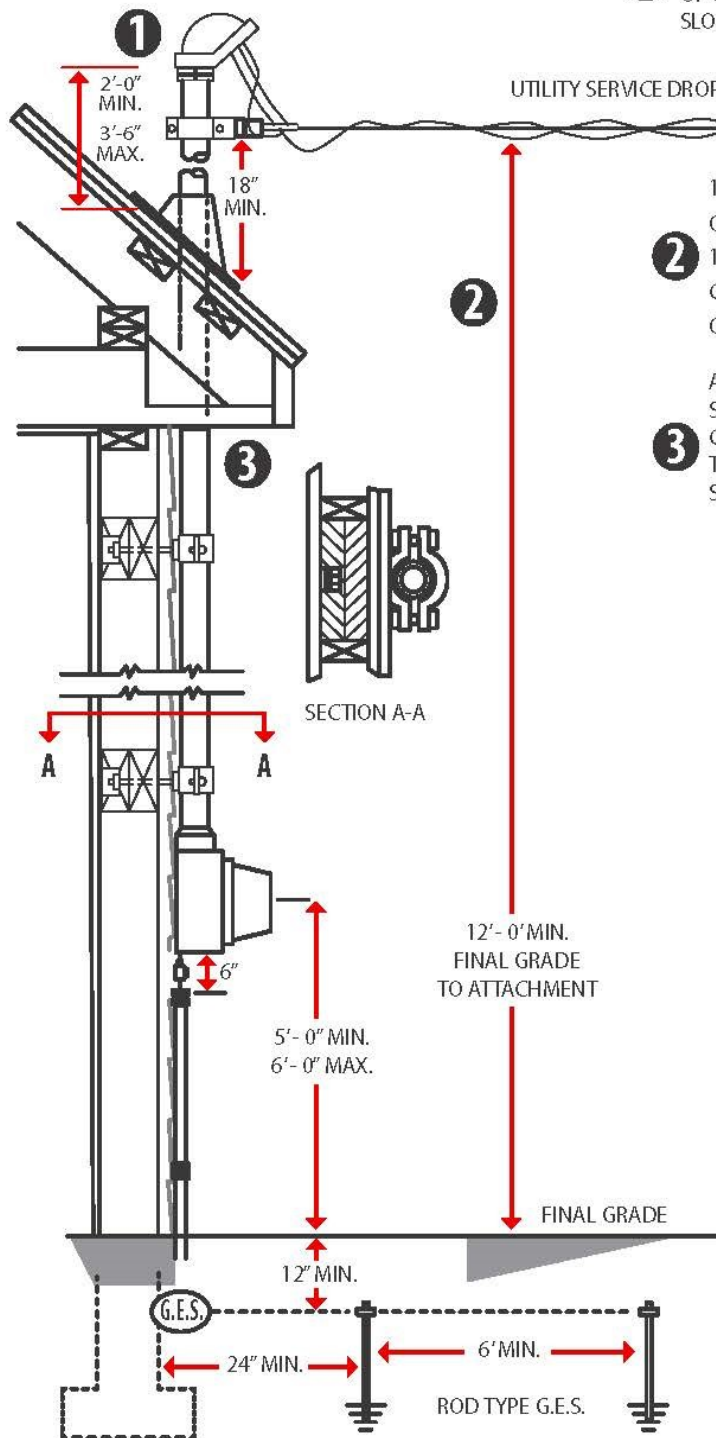
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# Service Above Roof

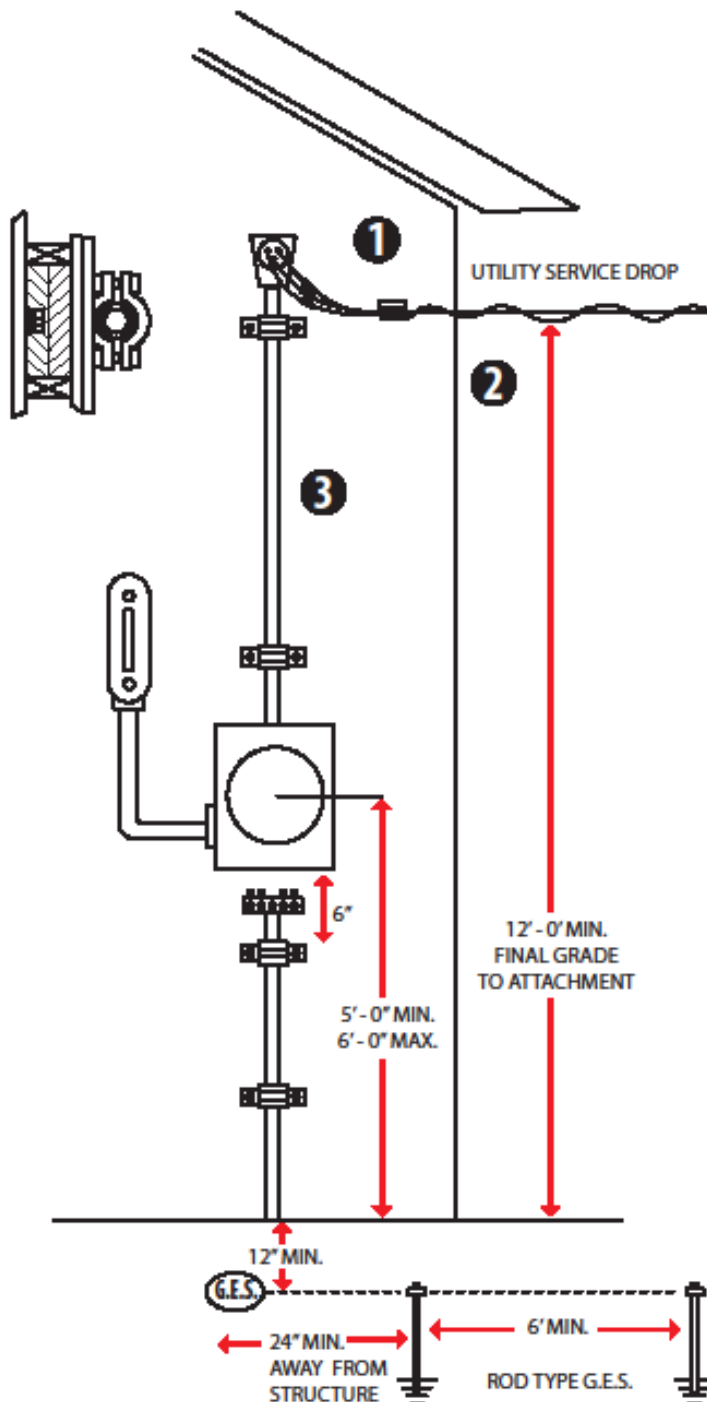
A SERVICE MAST IS REQUIRED WHEN IT IS NOT POSSIBLE TO MAINTAIN 12-FT. CLEARANCE FROM FINISHED GRADE TO ATTACHMENT POINT. VERTICAL CLEARANCE OF CONDUCTOR TO ROOF SURFACE DEPENDS ON THE SLOPE OF THE ROOF. (SEE NEC 230-24 (A))



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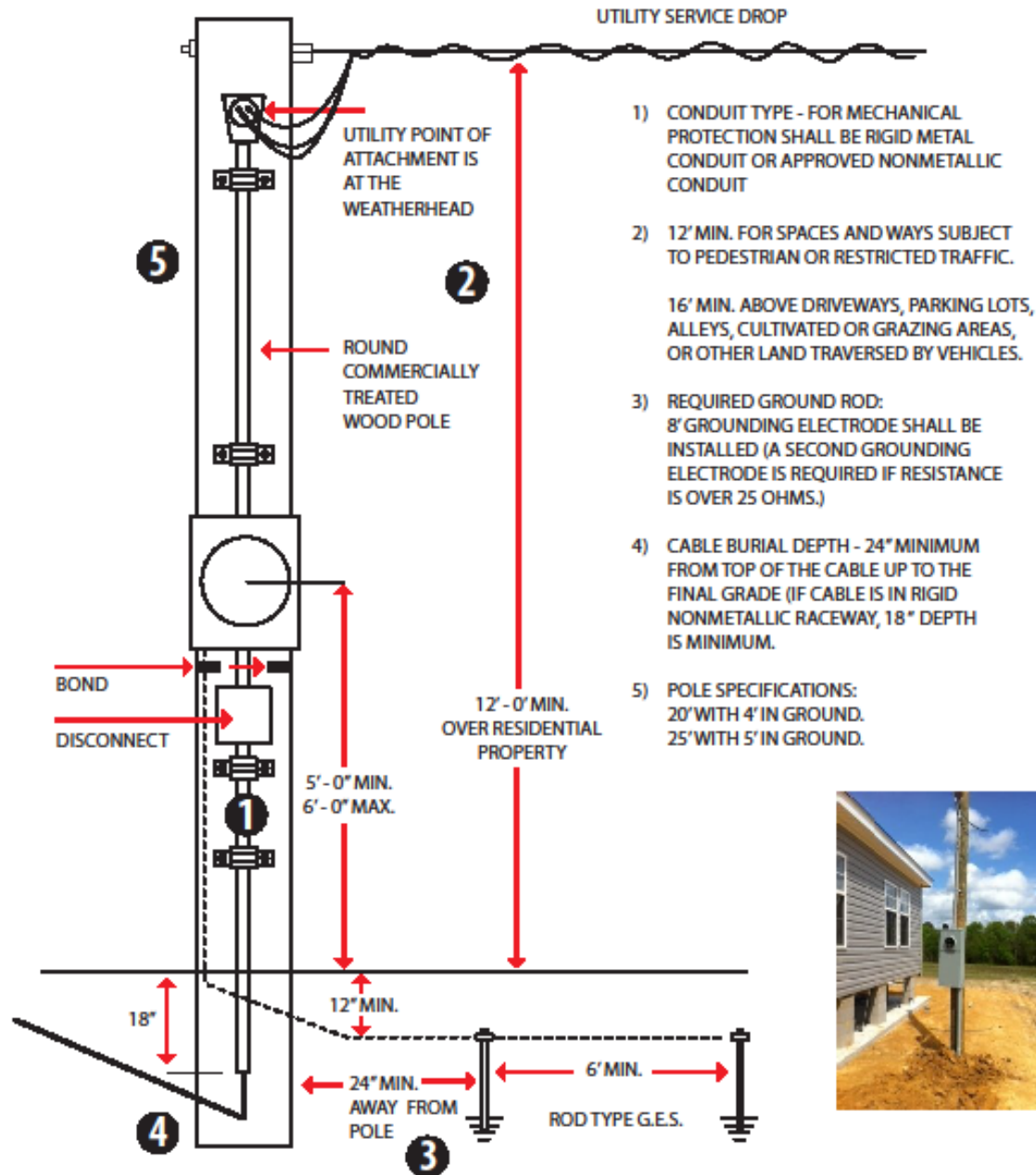
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# OVERHEAD SERVICE BELOW ROOF



# Meter Pole Service

## Direct Wire Type to Service Pole



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## Electrical Load Data Sheet

620 Old Finchville Rd  
Shelbyville Ky 40065  
(502) 633-4420

Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Directions: \_\_\_\_\_

### Electric Service Data

Service Request Type: ☐ New Construction ☐ Existing ☐ Electric Overhead Conversion to Underground  
Type of New Service: ☐ Residential ☐ Commercial ☐ Agriculture  
Anticipated Service Date: \_\_\_\_\_ Temporary Electric Service: ☐ Yes ☐ No Date Needed: \_\_\_\_\_  
Electric Service Type: ☐ Overhead ☐ Underground  
Entrance Size (Amps): \_\_\_\_\_ Conduit #/Dia.: \_\_\_\_\_/\_\_\_\_\_ Conductor #Sets/Size: \_\_\_\_\_/\_\_\_\_\_ (AWG/kcm)  
Metering Comments: \_\_\_\_\_  
Facility Has a Total of \_\_\_\_\_ sq-ft of Floor Area on \_\_\_\_\_ Floors of Which \_\_\_\_\_ sq-ft are air-conditioned  
Basement/Attic/Other Living Space Not Included Above: ☐ Yes ☐ No ( \_\_\_\_\_ sq-ft finished, \_\_\_\_\_ sq-ft unfinished)  
Facility Heated With: ☐ Gas ☐ Electric Facility has \_\_\_\_\_ Tons of Cooling Capacity

### Voltage & Load Data

Service Requested		Available Service			1-Phase kW	3-Phase kW
Voltage/Type		OH	UG			
<input type="checkbox"/>	120/240V 1-Phase, 3-wire	Yes	Yes	Connected Loads	Space Heating	_____
<input type="checkbox"/>	120/208V 3-Phase, 4-wire	Yes	Yes		A/C - Heat Pump	_____
<input type="checkbox"/>	120/240V 3-Phase, 4-wire	Yes	No		Air Handlers	_____
<input type="checkbox"/>	277/480V 3-Phase, 4-wire	Yes	Yes		Lighting	_____
<input type="checkbox"/>	Other: _____				Water Heating	_____
<input type="checkbox"/>	Based on your experience and load data, estimate what you believe the true total peak kW Demand will be _____ kW.				Cooking	_____
					Refrigeration	_____
					Welding**	_____
					Misc/Receptable	_____
					Total	_____

### Data for the Largest Motor

HP: \_\_\_\_\_ Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ FLA: \_\_\_\_\_ LRA: \_\_\_\_\_  
Reduced Voltage Starting: ☐ Yes ☐ No If yes, describe: \_\_\_\_\_

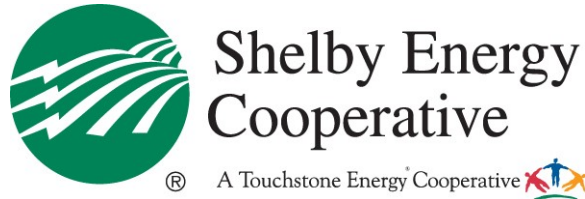
### Contact Information

**Responsible Party (sign below)** Phone: \_\_\_\_\_ **Electrical Contractor** Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_

### Comments/Additional Information

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_



## Service Request Summary

Location \_\_\_\_\_

Work Order \_\_\_\_\_

### *Per Section 32; Section 1; Paragraphs A-C of Shelby Energy Cooperative's Rules and Regulations*

Approval shall be obtained from the Cooperative as to the proper location for a service entrance. Service entrances will be located on the exterior of the building nearest to the Cooperative's lines. For members desiring service entrances on any building at a location other than that closest to the Cooperative's lines, the additional estimated cost of such special construction as may be found necessary shall be borne by the member, and such cost shall be paid in advance before service can be connected.

Service entrances, both overhead and underground, shall be installed in accordance with applicable codes, and the Cooperative shall not connect until the required certificate of compliance has been issued by the required certified electrical inspector. In event of an emergency, a temporary waiver may be issued by the Cooperative to allow connection pending completion of electrical inspection.

The undersigned, \_\_\_\_\_, has met with a Cooperative representative, \_\_\_\_\_, concerning work to be completed on their property. The attached sketch depicts all agreed upon locations. **Member or member representative must call Staking Technician to set up all ditch inspections and again when ready for permanent service.**

\_\_\_\_\_  
Member Signature                      Date

\_\_\_\_\_  
Shelby Energy Representative                      Date



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

**Standard Check-list Requirements:**

- ☐ Easements    ☐ Advance Line Fee    ☐ Construction in Aid    ☐ Underground Ditch Inspection(s)
- ☐ Specifications    ☐ Other: \_\_\_\_\_

Initials \_\_\_\_\_