

TOWN OF RICHLANDS
200 WASHINGTON SQUARE
RICHLANDS, VA 24641
PHONE (276) 964-2566 • FAX (276) 963-2889

RESIDENTIAL POWER SERVICE
INSTALLATION GUIDE FOR UNDERGROUND SERVICE

- A) Contact the Richlands Town Hall prior to beginning work on all electrical services.
- B) Obtain Town and County permits as required
- C) Provide a date when service will be needed
- D) Provide connected load information
- E) Contact the Town electric department for meter base type and location requirements
- F) Provide specific address or location of work
- G) Provide a daytime telephone or cellular telephone number so you may be contacted

NEW UNDERGROUND INSTALLATION

The town will provide and install the service wire

Customer pays cost of wire minus credit for overhead installation equivalent

CHANGE EXISTING OVERHEAD SERVICE TO UNDERGROUND

The Town will provide and install the service wire

Customer pays cost of wire used by The Town

INSTALLATION REQUIREMENTS

- a) It is important to install your service equipment and service attachment in the correct location. The meter base shall be located at a power company approved location on the outside building wall. The customer installs the meter base. *The Town of Richlands provides the meter base in most instances unless otherwise agreed upon* Always contact the power company prior to installation.
- b) Customer to open and close the ditches – Minimum of 24” to 30” below final grade.
- c) Customer provides and installs 3” electrical conduit from the meter base to the pole (location approved by power company) with 3” sweep ells (maximum of 3), plus 1 joint of conduit up pole on mounting brackets installed by the power company. Conduit up pole to be galvanized or schedule 80, as determined by the power company, depending on location. Use a minimum of 3” electrical conduit, if over 75 feet galvanized sweep ells may be required.

- d) The wall shall be capable of supporting the meter base and service entrance properly, possibly by adding supports between the existing studs.
- e) Install the meter base such that the center of the meter base is not less than 5 ft. and is not more than 6 ft. from the finished grade. If backfilling is to be done later, the meter base may be higher than 6 ft. provided that an adequate and safe platform is installed until backfilling is completed. This must be done prior to service being provided.
- f) Ground connectors shall not pass through or be connected within the meter base. The driven ground rods and clamps shall be beneath the final grade.
- g) Clear and maintain the right of way for the service installation. Trees and shrubs should never be planted above the underground service or near the meter base. Service personal shall be permitted free and safe access at all reasonable hours to the premises for the purpose of installing, reading, testing, and removing meters or other power company owned equipment. Maintain the meter location such that it is out of the way of pedestrian and vehicular traffic and is easily accessible without damage to property or risk of personal injury.
- h) Only power company employees may perform disconnection of service entrance equipment from the service wires. Customers or their electricians must not attempt this or any subsequent reconnection. Only power company employees shall cut the seal or remove the electric meter from the socket. Contact the power company prior to any work being performed involving the meter service.
- i) Antennas, lead-in conductors and guys shall not be attached to the service mast or to poles or similar structures carrying electrical conductors. It is recommended that any antenna be installed at least one and one half times its height away from power lines.
- j) Anchors, trees, shrubbery and other items requiring digging should never be placed near underground utility lines.

REMEMBER

BEFORE YOU DIG
CONTACT MISS UTILITY
DIAL 811

Allow the required time for marking
Respect the marks
Excavate carefully