SECTION A

BOARD OF LIGHT AND POWER

CITY OF MARQUETTE
2200 WRIGHT ST.
MARQUETTE, MI. 49855-1398

KIRBY D. JUNTILA
EXECUTIVE DIRECTOR

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February 29, 2008

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Service Connection Policy

The Marquette Board of Light & Power (MBLP) has updated its customer information handout for electrical service installations. Attached are information sheets for typical electrical service installations and equipment for new construction and service upgrading.

For all construction, any overhead or underground electrical service and metering locations, are to be approved by the MBLP. Connection points, approved meter sockets, transformers and all related equipment must be mounted in a location that will provide clear year round access. Some locations may be unacceptable because access is restricted by fencing, shrubbery, pets, seasonal snow pack, rights-of-way or clearances as per the National Electrical Code. (N.E.C.) See attached approved equipment, socket grounding and location information (Section B). Any questions about the location of meter devices or equipment must be directed to the MBLP Meter Department BEFORE INSTALLATION.

It is the customer's responsibility to:

- Obtain an electrical permit from and have the services inspected and approved by the Marquette County Electrical Inspector. Office Number (906) 225-8180.
- Have services & equipment installed that meet all requirements of the Marquette Board of Light and Power.
- Provide all required information and any required deposits to the Billing Office at 228-0313.

After receiving the required installation/connection request from the Billing Department, plus notice from the electrical inspector that the service is in compliance with all codes and regulations, the meter will be installed and the service scheduled for connection. **"It is not the intent of this utility to interpret code compliance or design specifications."** Any questions should be directed to the proper inspecting authority or professional consultant/contractor.

Any questions regarding the service connection policy can be directed to the MBLP Meter Department at (906) 228-0302, or the Distribution Department at (906) 228-0301.

David A. Lynch
Superintendent of Distribution

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GENERAL REQUIREMENTS

Equipment on MBLP Poles

All customers installing underground services to be fed from the MBLP poles are to request a site inspection to evaluate the feasibility of doing so. The attached authorization form must be filled out by an authorized MBLP employee with the proper departmental authorizations initialed. It is the policy of the MBLP, that all underground services fed from an existing overhead system shall be installed in conduit from its source up to the metering socket. Direct buried services will not be connected. The MBLP may also require the installations of stand-off brackets on the pole to enable safe climbing of the pole when required. The meter cannot be placed on MBLP poles without written exception. **The customer is responsible for:**

- **Approved Meter Socket, Wire, conduit, wireways, straps, weatherheads and associated equipment up to the connection point.**
- **Installing the first 10 feet of conduit over wire emerging from the ground.**

The MBLP will assist with the installation of furnished material up to the point of connection. All material MUST be on site at the time of connection.

Underground Services

Supply and Installation of all underground service wire, conduit, cable, grounding equipment and approved sockets, is the responsibility of the customer. All underground services must be installed as per current N.E.C. requirements, MBLP requirements (See Section B), and installed to within a distance of 12" of the MBLP underground supply equipment, with adequate conductor to enable routing and connection to MBLP equipment.

Overhead Services

All Overhead services must be installed as per current N.E.C. requirements. All clearances must be maintained as per code requirements and MBLP requirements (See Section C). **The customer is responsible for:**

- **All materials and installation up to and including approved socket, cable or conduit and weatherhead.**
- **Providing a solid point of attachment for overhead service drop at mast or on a structure.**

Multiple Position Meter Sockets

Multiple Position Meter Sockets must be labeled with the proper billing addresses served by the meter prior to connection. See attached information (Section C - Page 7) for additional requirements.

Meter Service Socket Size Requirements

All single phase and three phase electrical services up to 400 amps shall have self contained sockets. All single phase services over 400 amps shall be transformer rated. Three phase 4 wire services from 401 to 600 amps shall have "K" sockets. All three phase 4 wire services above 600 amps shall be transformer rated. For Transformer rated meter packages (See Section B - Page 8), contact MBLP Meter Department prior to installation.

Primary Installations

Residential underground wiring is to be provided and installed by MBLP. Coordination with the Engineering Department prior to beginning work is required. Engineering can be reached at (906) 228-0323. Primary underground conduit for commercial facilities is to be provided and installed by the customer as per MBLP requirements.

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AUTHORIZATION FOR CUSTOMER OWNED SERVICE RISER AND ASSOCIATED EQUIPMENT ON UTILITY OWNED POWER POLE

CUSTOMER: _____

ADDRESS: _____

MAILING ADDRESS: _____

CUSTOMER/ELECTRICIAN PERFORMING WORK: _____

CUSTOMER/ELECTRICIAN PHONE NO.: _____

POLE LOCATION: _____ SIZE/TYPE _____

SERVICE SIZE: _____ AMPS:

DISCONNECT ON POLE: YES / NO STAND-OFF BRACKETS REQUIRED: YES / NO

NO. OF RISERS_____ SIZE of RISERS_____ SERVICE PHASE: ____ 1 ϕ ____3ϕ

METER LOCATION: ____ BLP POLE: ____ CUSTOMER'S PEDESTAL ____ BUILDING

DATE AUTHORIZED: _____ ENGR. DEPT. AUTHORIZATION_____

It is the policy to have all meters placed on the residence unless excepted in writing by the meter department. All underground services shall be installed in conduit from source to meter socket (Sch 40 electrical grade PVC). The Board may also require rigid conduit for the first 10 feet above grade at the riser pole if the location is accessible to motor vehicle traffic. The Board may also require the installation of stand off brackets on the pole to enable safe climbing of the pole. All services will be installed per code referencing the latest edition of the National Electrical Code Handbook. Risers not installed per the Boards specification will not be connected. Once installed the riser will remain under the ownership of the customer. It will be the customer's responsibility to maintain the equipment in a satisfactory condition. It will also be the the responsibility of the customer to arrange for the transfer of his/her equipment in the event of a pole failure and subsequent replacement, by either a qualified electrician or by the Board. The costs associated with the transfer of the customer owned riser are to be assumed by the customer. It will be responsibility of the customer to keep the riser in good electrical condition. Any riser deemed a hazard, upon proper notice to the customer, will be disconnected. The Board will reserve the right to approve or disapprove any riser installation due to existing conditions or future plans at the pole location. By acceptance of this agreement the customer agrees to indemnify and hold harmless the Board of Light and Power from any and all claims associated with the installation and maintenance of the riser and associated service equipment.

CUSTOMER SIGNATURE_____ Date: _____