

Commercial Customer Requirements

Date:	
Customer Name:	
Project Name:	
Project Location:	
SRP Account or Project Number:	
√	Design Requirements:
	Name, Address, Phone #, etc. of Customer or Customer Representative
	Dimensioned site plan tied to monument point of coordinate geometry data
	Complete set of civil plans to include Water, Sewer, Paving, Grading and Drainage, Gas, Off-Sites
	Complete set of Electrical Plans to include electrical site plan, meter room details, load summary, one-line diagrams, S.E.S. information and desired transformer locations
	City-approved Municipal Street Light Layout indicating point of delivery OR...Letter stating no modification or additional street lights are required
	Municipal requirements for utility improvements (Permits power line removal or overhead to underground conversion and/or landscape meters)
	Legal Description and/or Deed of Record
	Service requirements for security (such as lock-box for meter room access, guardhouses and gates.)
	Customer's project schedule
	Receipt of contract from SRP
	Submittal of signed SRP design contract and payment
√	Construction Requirements:
	Receipt of SRP Construction Prints
	Schedule and attend Pre-Construction meeting to review:
	Construction Schedule
	Trench and Conduit installation and inspection procedures
	Outage requirements, if needed
	Survey requirements
	Survey pins installed, stakes visible and flagged, and yellow caps at front
	Proper equipment for Mandrel Inspection, if needed
	Shop Drawing requirements
	Perform Trench and Conduit inspections as required by SRP
√	Energization Requirements (for SRP meter):
	Signature on all SRP easement documents for electric facilities
	Submittal (and SRP approval) of SES shop drawings (cut sheets from manufacturer)
	Request for service with SRP Commercial Services
	(NOTE: Address of service request must match address on city permit)
	Receipt of City Clearance OR Letter of Compliance from municipality having jurisdiction on file at SRP