

CONSUMER PROCEDURES FOR OBTAINING SERVICE

RE: Work Order # _____ Document # _____

- **Initial Phase**

- I. During the engineer phase, cost estimates and construction drawings are prepared. The engineer will gather information about existing facilities, service routes and site conditions. If needed the engineer will apply for easements and government permits
- II. Consumers should allow 5 working days from the time they meet with the engineer in the field until paperwork is completed. At this time if aid to construction is required, a letter will be sent to the consumer.
- III. If easement needs obtained, government permits or aid to construction cost is required, paperwork will be held in the engineering department until completion of these items. Otherwise all paperwork will be released to Operations.

- **Consumer Responsibilities** **Tree Trim/Cut Required**

- I. If required, aid to construction costs must be paid, there may be additional consumer responsibilities to be completed as well (i.e. tree trimming, easements, installation of septic**), before construction of electric facilities can be scheduled.
- II. Wiring for overhead service must be completed as per specification sheet. Underground service specifications include mounting a meter base and opening a trench.
- III. Once all requirements are satisfied, paperwork is released for construction to the Operations Department. Please contact your local **Area Supervisor** for schedule of construction.
- IV. All tree trimming must follow tree cutting specification sheet.
- V. Meter location is determined to be at: _____.

- **Trenching** **Required (see trenching specification sheet)**

- I. Contact your **Area Supervisor**, a minimum of 2 business days, prior to trenching to verify and coordinate job.
- II. If trenching to an existing pole or padmount, trench must go all the way to pole or padmount.
- III. If trenching to a new pole, pole must be set prior to trenching.
- IV. Make sure you have current trenching specifications.
- V. Contact *OUPS 48 hours prior to any digging.

If you did not give a copy to the engineer at the time of initial visit, please send copy of the Deed, Plat, Well Permit and Septic Permit to: South Central Power c/o Engineering Department. Please reference WORK ORDER NUMBER listed above.

Additional charges may apply from not properly following the above procedures.

*If digging, call OUPS (Ohio Utility Protection Service) 1-800-362-2764

** Certain installations only

Lancaster Office

(740) 653-4422
(800) 282-5064

Canal Winchester

(614) 837-4351
(800) 524-0802

Circleville Office

(614) 474-6045
(800) 206-0745

Hillsboro Office

(937) 393-3421
(800) 207-0020