



Dear Construction Customer:

Enclosed you will find your DP&L Electric Construction Packet. This packet provides you with the information needed to obtain your new electric service or electric service change (i.e. service upgrade, relocation of electric lines, etc.).

Inside this Construction packet you will find:

- Temporary Electric Construction Guidelines
- Commercial Pre-Construction Guidelines
- Temporary Service Application
- Permanent Service Application
- Authorization to Install Underground and/or Overhead Facilities

Please note that the following documents must be completed, signed and returned to DP&L in their entirety before the processing of your request can begin:

- ✓ **Service Applications** (separate applications for permanent and temporary requests)
- ✓ **Final Site Plans and Electrical Prints** (for all requests except service upgrades)
- ✓ **Authorization to Install Electrical Facilities** (when excavation is within 6" of final grade)
- ✓ **Three phase service requests; submit full set of construction drawings**

Please return information to:

North Control Center

Dayton Power & Light
 Construction Control Center
 2385 Campbell Road
 Sidney, OH 45365
 Toll free: 800-357-5215
 Phone: 937-331-3670
 Fax: 937-331-3680

South Control Center

Dayton Power & Light
 Construction Control Center
 1900 Dryden Rd.
 Dayton, OH 45439
 Toll free: 800-424-5578
 Phone: 937-331-4860
 Fax: 937-331-4272

East Control Center

Dayton Power & Light
 Construction Control Center
 1578 Hoop Road
 Xenia, OH 45385
 Toll free: 800-424-5578
 Phone: 937-331-4860
 Fax: 937-331-3545

Or you may email the information to: constructioncontrol@dplinc.com

- If your project is in Auglaize, Champaign, Darke, Delaware, Logan, Mercer, Shelby or Union counties, please mail or fax your information to our **North Control Center**.
- If your project is in the following counties: Brown, Clark, Clinton, Greene, Fayette, Highland, Madison, Pickaway or Ross, please mail or fax you information to our **East Control Center**.
- Requests in any other county not listed above should be faxed or mailed to our **South Control Center**.

We will begin processing your request after receiving the documents listed above. **Please understand if your project involves the construction of a new facility or the relocation of an existing service, a final site plan is required before engineering can be scheduled.** We will contact you regarding your project construction date and construction charges if applicable.

If you have any questions or concerns regarding your new electric service or service change, please contact us at the appropriate Control Center listed above.

We look forward to serving you!



TEMPORARY ELECTRIC CONSTRUCTION GUIDELINES

Customer must complete a **Temporary Service Application** and **provide a site plan** identifying the proposed temporary service location.

- Dayton Power and Light will locate and stake the temporary service location after receiving the application, site plan and after surveying the construction site.
- Customer will provide and install the meter socket and post.
- Local and/or State inspections are required prior to setting the meter (please confirm inspection requirements with the inspecting authorities). In the absence of an inspecting authority, an inspection release letter available at our Construction Control Centers needs to be signed by a certified electrician.
- If the electric facilities are already available, DP&L will *attempt* to energize the temporary service within 7–10 working days after being notified of the inspection release.
- For situations where DP&L facilities are not available, the customer's request for *temporary service* will be scheduled for construction behind those with *permanent service* requests. Customers asking for permanent service take precedence over customers needing temporary service. **DP&L does not guarantee the availability of temporary service.**

If there are charges associated with your temporary service request, you will be notified by our Pricing and Invoicing Department

Payment must be received before Dayton Power and Light will schedule construction



Commercial Pre-Construction Guidelines

Important: All electrical work needs to follow the DP&L Electric Service Standards Handbook*

Customer Responsibility:

- Obtain and complete DP&L's Electric Construction Packet and return to DP&L.
- Obtain and complete the application for permanent and/ or temporary service, including the construction site street address.
- Payment of construction fees if applicable.
 - Your construction project *will not be scheduled* until Dayton Power & Light has received payment in full for all applicable construction and estimate charges.
- Property lines must be marked; post sign with lot number and/or address.
- Customer owned underground facilities must be marked. DP&L will not be liable for damaged customer facilities that are unmarked.
- Easements and/or right-of-way for utilities signed by property owner (*when applicable*).
 - DP&L will assist, providing the property tax map and deed are provided as requested.
- Obtain the appropriate electric service installation requirements from DP&L. DP&L's Electric Service Handbook installation diagrams and standards will outline fundamental service delivery requirements.
- Cement pad poured for installation of pad mount transformer per DP&L specifications (*when applicable*).
 - Cement pad specifications are available upon request.
- Transformer ground rod(s) installed.
- Underground service conductor installed and owned by customer.
 - All underground service connections are to be made by customer into metering equipment.
 - Please call the Ohio Utilities Protection Service (OUPS) to locate underground facilities before digging at 1-800-362-2764.
- Trench back-filled. Any foreign material, rocks, or sharp objects must be removed before back-filled. Restoration of landscape is customer responsibility.
- Conduit for primary and secondary required under any road, driveway or walkway.
 - Conduits to be identified by marking their location above the ground. Conduit is specified as PVC schedule 40.
 - All conduits supplied must be laced with a pull rope.
- C/T's installed by customer
- Splice box provided and installed by customer per N.E.C and DP&L specifications.
- DP&L approved meter socket installed by customer per DP&L Electric Service Handbook specifications.
- Self-contained meter socket installed must have a bypass handle for each metered position. This includes multimeter centers.
- Clearance provided for unobstructed access for DP&L to install facilities, including tree trimming and tree clearing if necessary.
- Have grading within 6" of final grade with unobstructed access for DP&L to install facilities.
- Sign and return to DP&L the "Authorization to Install Underground Facilities."
- Inspection released to Dayton Power and Light from Inspecting Authority.
 - In the absence of an inspecting authority, an inspection release letter available at our Construction Control Centers needs to be signed by a certified electrician.

Dayton Power and Light Responsibility:

- Dayton Power & Light makes connections in transformer. Conductor size and number of connections must be provided in advance to insure lugs are available.
- C/T's furnished by Dayton Power & Light when required.
- DP&L furnishes transformer ground rods.
- Trees trimmed or cleared on all property not owned by customer.
- Obtain private right-of-way on all property not owned by customer.
- Obtain state right-of-way only when private right of way is not available.

*The DP&L Electric Service Standards Handbook can be found at www.DPandL.com



Temporary Electric Service Application

North Construction Control Center 2385 Campbell Road Sidney, OH 45365 Toll Free # 1-800-357-5215 Local # 937-331-3670 Fax # 937-331-3680	South Construction Control Center 1900 Dryden Road Dayton, OH 45439 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-4272	East Region Control Center 1578 Hoop Road Xenia, OH 45385 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-3545
---	---	---

PLEASE NOTE: To avoid unnecessary delays, a FINAL SITE PLAN showing the proposed temporary service location MUST be included along with this form.

The following information must be provided to establish a billing account for new temporary service. The party listed below will be responsible for paying for the electricity used once the temporary meter is installed. You will be notified should a security deposit be required prior to obtaining service.

Desired Date for Temporary Service:			
NEW SERVICE/ CONSTRUCTION ADDRESS:		City	County
Lot# (if applicable)	Township	Zip Code	New Service Address Phone#
Company/ Customer Name		Incorporated, Partnership or Sole Proprietor	
Officer Name/ Title		Federal Tax ID# or Social Security#	
Construction Invoice Address if different from mailing address (Include street address, city, state, & zip code)			
Monthly Billing Address if different from mailing address (Include street address, city, state, & zip code)			
Previous DP&L Service Address if applicable (Include street address, city, state, & zip code)			
Primary Contact Person:			
Daytime Phone#		Cell Phone#	
Electrician:			
Daytime Phone#		Cell Phone#	
<input type="checkbox"/> Single Phase Temporary Service Service Size: _____ amps Voltage: ___ 120/240		<input type="checkbox"/> Three Phase Permanent Service Service Size: _____ amps Voltage: ___ 120/240 ___ 120/208 ___ 277/480	
Other (Pease Specify):		Other (Please Specify):	
Please describe your project:			
Signature of Customer Requesting Service:		Date:	For DP&L Use Only
_____		_____	
Information Completed By (please print): _____			SO# _____



Permanent Electric Service Application

Construction Address: _____			
Desired Date for Permanent Service: _____			
IMPORTANT: Please contact your engineer or electrician if you need assistance completing this form.			
Classification of Service Requested <i>(please select all that apply)</i>	____ Non-Residential	Single Unit <input type="checkbox"/>	
		Multiple Tenant <input type="checkbox"/>	
		Other (ex. barn, garage, lighting): _____	
	____ Industrial	1,2 or 3 shifts: _____	
		5,6 or 7 day operation: _____	
		Other: _____	
Type of Service Requested (please select all that apply)			
<input type="checkbox"/> New Construction <input type="checkbox"/> Underground <input type="checkbox"/> Overhead			
<input type="checkbox"/> Service Upgrade/ Change: From _____ Amps @ _____ Volts TO _____ Amps @ _____ Volts			
<input type="checkbox"/> Service Conversion: (Describe) _____			
<input type="checkbox"/> Service Relocation: (Describe) _____			
Facility Size: _____ Sq. Ft.		Transformer Ownership: _____ Customer OR _____ DP&L	
(Required) Size and number of service conductors to be installed at the pedestal/ transformer:			
_____, _____, _____ <small>(conductor/ wire size) (# per phase) (type of conductor)</small>			
Single Phase Permanent Service	Service Size: _____ amps		Three Phase Permanent Service
	Voltage: _____ 120/240		
	Other (Please specify): _____		
	Service Size: _____ amps		
	Voltage: _____ 120/240 _____ 120/208		
	_____ 277/480		
	Other (Please specify): _____		
Please list connected loads in kilowatts (kW) only; Do not list amps, watts or horsepower.		Existing Loads <small>Required if upgrading service</small>	New Loads <small>List New Load only. Do not total with existing load.</small>
	Lighting	kW	kW
	Air Conditioning	kW	kW
	Heating	kW	kW
	Motors	kW	kW
	Other	kW	kW
	Total:	kW	kW
Specific Motor Information	The largest motor is _____ horsepower. This is a _____ soft start or _____ "across the line" start.		
	This motor is _____ single phase or _____ three phase. Number of motor starts per hour _____.		
	What is the operating voltage? _____ Describe motor use: _____.		
<p>If the information supplied to DP&L on this form is incorrect, the party signing below is responsible for all re-engineering costs and additional construction costs that may result from engineering charges. You are responsible for informing DP&L of changes to this Electric Service Application. Your signature below confirms your understanding of these responsibilities. This request for service will not be processed without the signature of the responsible party.</p>			
Signature of customer requesting service: _____		Date: _____	
Information completed by (please print): _____			

REMINDER: HAVE YOU INCLUDED THE SITE PLAN? HAVE YOU SIGNED THE FORM?



Authorization to Install Underground and/or Overhead Electric Facilities

PLEASE READ CAREFULLY

Do not submit this authorization form until the excavation grading is within six inches of final grade and there is unobstructed access for DP&L to install facilities.

This letter authorizes the Dayton Power & Light Company (DP&L) to proceed with the installation of the underground utilities located at:

(Please fill in the complete address)

This confirms that:

1. Excavation to within six inches of final grade has been established over the underground or overhead electric construction routing.
2. All staking and street crossing ducts requested on DP&L project prints have been installed.
3. There is unobstructed access for DP&L to install facilities.

In advance of DP&L construction, please make sure you agree with our equipment locations. You will be responsible for any additional expenses incurred by DP&L as the result of grade changes, improperly identified property lines, street crossing ducts not installed, or facility relocation.

I, _____, _____ have read and understand this authorization.
(Name) *(Title)*

X **Signature:** _____ **Date:** _____

FOR DP&L USE ONLY
SO #: _____