



GENERAL INFORMATION

WELCOME TO CENTRAL LINCOLN

This handbook provides you with Central Lincoln People's Utility District requirements for new or altered electric service for permanent and temporary single-family residential structures. Also included in the handbook is some helpful information from the National Electrical Code (NEC) and the requirements for service to outbuildings such as barns, shops, pump-houses, garages, etc.

The handbook contains information that will help you to answer questions like:

- How do I install a temporary meter base?
- How do I install a permanent meter base?
- Where should I install the meter base?
- Where will the service route be?
- What are the size requirements for the meter base?
- What do I have to do to get an underground service?
- How do I install my meter base?
- How do I get the existing underground utilities located before I dig?

The answers to these and many other questions are here. If you have any additional questions, please call your nearest service office. You'll find a directory of these offices on page 21.

Information regarding the installation of permanent, multi-family and nonresidential services such as commercial buildings, condominium complexes, apartment buildings, and mobile home parks is available in Central Lincoln's *Electric Service Handbook for Nonresidential Services*. Both of these handbooks are available free of charge from any Central Lincoln service office.

If you have any general questions regarding billing, if you want to establish service, or if you're ready to have your service hooked up, call your local Central Lincoln office.

GETTING STARTED

Installing a temporary service and/or permanent service to your home is a joint project between you and Central Lincoln PUD. Central Lincoln is responsible for installing the service lines to bring power to your residence, and for installing the meter in your meter base.

You are responsible for:

- The installation of your temporary and/or permanent meter base.
- All electrical wiring in your residence.
- All electrical wiring from your meter base to our point of connection.
- Obtaining permits and inspections.
- Maintaining your equipment.
- Keeping your meter base visible and accessible.

- Providing and maintaining a clear path/trench for your service line.
- Providing and maintaining conduit for any underground service line.

The first thing you should do is contact our service office. Once this is done you're ready to begin. The remainder of this handbook will help you with this process.

BEGINNING YOUR CUSTOMER REQUEST FOR SERVICE

Before Central Lincoln can begin working on your project, a Customer Request For Service must be established. Please contact our nearest service office to start the request. A representative will also request billing information. There is a **processing fee** to establish a new account. This fee will be included on your first service bill.

TEMPORARY VS. PERMANENT POWER

Temporary power is generally used for the construction phase of your building project. Temporary power may be installed as either overhead or underground service (see Temporary Service Section).

All new permanent power installations will be underground. Permanent power is provided after your structure is built and meets all the requirements stated in pertinent sections. (*Central Lincoln will continue to serve existing overhead service installations. See Existing Overhead Section for details.*)

REQUESTING SERVICE

Before Central Lincoln installs your new service you must contact us and begin a [*Customer Request for Service*](#). That request provides Central Lincoln's field personnel with the information they need to install your permanent service.

When you call to order your temporary or permanent service, a representative will ask you the following critical questions. Please be prepared to answer them, as your answers will help determine how your project is handled.

- What is this service for (home, barn, shop, etc.)?
- How many square feet in your residence?
- Will you have electric heat or gas?
- Will you have a heat pump, furnace or zonal heating?
- Will you have gas or electric water heat?
- What amperage rating is required for your service?
- When will you be ready for service?

INSPECTIONS AND CODES

This handbook should be used as a guide. It does not cover all possible federal, state, or local code requirements. It is your responsibility to ensure that your project complies with the most recent issue of the National Electrical Code (NEC) and any other federal, state, or local codes that may apply.

Once your service equipment is installed, the state requires that your service equipment installation pass an electrical inspection before we connect you to our system. Electrical inspections are performed by different agencies, depending on your location. See below for your local electrical inspection agency.

ELECTRICAL INSPECTION AGENCY

Area	Office	Phone#
Lincoln County	Lincoln County Planning Dept. (Electrical)	541-265-4195
Newport	Newport City Hall	541-574-0627
Lane County	Lane County Facilities Dept.	541-997-2251
Florence	Florence City Hall	541-997-8237
Douglas County	State Building Codes Division	541-684-3594
Coos County	State Building Codes Division	541-396-2148
Lakeside	Lakeside City Hall	541-759-3011
Reedsport	Reedsport City Hall	541-271-3606

CONTACTING OTHER UTILITIES

New construction typically involves the installation of water, sewer, telephone cables, cable television cables and natural gas lines, as well as power cables.

It is your responsibility to notify each of the utilities that you wish to provide service to your home. You should get the name and phone number for a contact at each utility and let each of them know which other utilities will be providing you service. Check your local phone book for their numbers.

SERVICE RATINGS AVAILABLE

Central Lincoln offers several sizes of services for single family residential structures, and for outbuildings. (See "Outbuildings" on next page.)

The size of service you need depends upon the size of your home, and the power requirements of the equipment you will be installing in it. Central Lincoln cannot determine your power requirements.

Voltage	Amp Rating	Typical Use
120/240	200 Amp*	Small and Medium sized Homes (most common)
120/240	400 Amp	Large homes
120/240	Over 400 Amps	Very large homes

* You may install a service panel or meter base that is rated less than 200 amps, but the service line and meter that Central Lincoln installs will be sized as if you were installing a 200 amp service. If you are installing an underground service that is less than 200 amps, your meter base must meet the dimensional requirements for a 200 amp underground meter base (see Meter Section for details).

METER LOCATION

You are required to install your meter base in a place that is accessible to Central Lincoln. All locations are subject to approval by a Central Lincoln representative. If you have questions regarding meter location, call our nearest service office (see page 21).

Requirements for properly locating your meter base are:

- It must be outside.
- It must be located on, or within 4' of, the side of your home closest to normal public access.
- It must be in an area that is not likely to be fenced (such as patio, deck, porch, back yard, etc.).
- It must be located on a structure that is owned by you and be 5 to 6 feet above finished ground level, unless on underground pedestal. Then it must be 3-6 feet above finished ground level.

The reasons for these requirements are:

- So Central Lincoln's meter readers can read your meter in a safe and cost-effective manner.
- So Central Lincoln can efficiently maintain the meter.
- So employees can stay out of your back yard.
- If you have a fire, we can disconnect your service.

Due to the corrosive climate along the Oregon coast, we recommend that you use a corrosion-resistant meter base that is state-approved.

For conventional homes, the meter base should be placed on the street-side exterior of the house, or a **maximum** of four feet around the corner from that wall (See shaded area in Figure A-1). As an alternative, a pedestal may be placed away from the residence, such as near a street or driveway, with approval of Central Lincoln Engineering Department.

REMOVING AND INSTALLING METERS

Only authorized and qualified Central Lincoln personnel shall remove and install meters. In special circumstances, exceptions may be granted to qualified electrical contractors by contacting Central Lincoln's meter department or customer service department and receiving approval. With some types of meter bases, removal of the meter does not de-energize the customer's system.

UNDERGROUND LOCATES

If you are doing any trenching or excavation work, you are required to call for underground utility locates at least two business days before you do any digging.

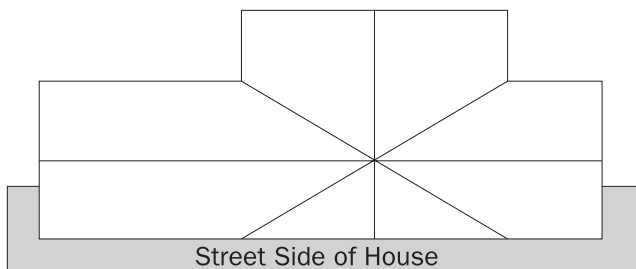
You can get underground utility locates by calling the “One Call” system at **1-800-332-2344**. Once you have called and requested a locate, the one call system will notify the utilities, or a locating service, that locates are required.

There is no charge for this service. Utilities are required by state law to belong to this service.

The state has established a color code system to identify each utility so everyone can see what has been located. The color codes are:

Color	Utility
Red	Electric
Yellow	Gas/Oil
Orange	Telephone/Cable TV
Blue	Water
Green	Sewer
White	Area to be located

The state requires that any digging within 24 inches of either side of the location markings be done by hand. **It is the customer’s responsibility to preserve location markings during construction, so the locating process doesn’t need to be repeated.**



Central Lincoln Service Lines or Vehicular Traffic

Figure A-1.
Meter location on house.

OUTBUILDINGS (ANCILLARY SERVICE)

An outbuilding or ancillary service is a stand-alone structure which is located on residential property and is not a living space. Typically outbuildings are barns, pump-houses, garages, shops, storage sheds, etc.

If you wish to install a separate service to your outbuilding, you are required to provide a clear path for trench and conduit for underground to our equipment as required by the NEC, NESC and Central Lincoln. If the meter base you install is for a class 320 meter, you are required to have manual bypass blocks (see *SECTION D - METER REQUIREMENTS*).

Central Lincoln will install the underground service line to the new service hand hole (see *SECTION C - UNDERGROUND SERVICE*).

For services over 125 feet from existing Central Lincoln facilities, or if there is any additional work (*other than the service line*) the customer will incur all additional costs.

BUILDING NEAR CENTRAL LINCOLN FACILITIES

During construction of a new residence, or any other structure, caution needs to be taken regarding existing underground or overhead powerlines and facilities.

The customer will be responsible for any damages to Central Lincoln equipment, or any encroachment on clearance requirements that requires relocation of facilities. Check with Central Lincoln before any excavation or construction to determine safe working distances.