

Checklist for Commercial Service

ppllectric.com/business

Application

- Know the requirements for electric service by reviewing ppllectric.com/remsi.
- Determine whether you'd like the electric service to be overhead or underground. There may be charges for underground service.
- Speak with the Business Accounts group about your project and expected load.
- Have an approved development plan. If the development layout changes, there will be re-engineering costs.
- Submit your service application and one-line diagram. All individual meters and streetlights will need their own separate work order respectively.

Design

- Understand that PPL designs electrical facilities at the safest and most economical location. If you'd like the facilities moved, there may be a cost.
- Use approved termination and metering compartments listed at ppllectric.com/remsi. Note that transformer cabinets can never be used as junction points or termination cabinets when occupied with current transformers or power transformers.
- If needed for three-phase service, provide and install the transformer cabinet and conduits.
- Acquire right-of-way so that an accurate cost estimate can be provided. If needed, sign a Right of Way agreement for PPL equipment.
- Review the work estimate provided by your PPL designer.
- Pay any cost associated with your work. Payments must be made before the job can be scheduled.

< Continued on other side



**Know what's below.
Call before you dig.**

Work Order Number: _____

PPL Designer Name: _____

PPL Designer Phone Number: _____

PPL Scheduler Name: _____

PPL Scheduler Phone Number: _____



PPL Electric Utilities

ppllectric.com/business

Commercial Development

Information to help developers with commercial properties from three-phase to primary service.



Whether you need three-phase service, new primary or secondary service, PPL Electric Utilities is here to help connect new commercial buildings. For new primary service, if additional capacity is needed customers may need to pay these costs or guarantee revenue. There may be costs associated with joint trenching, moving PPL equipment or meters, or additional requirements. We recommend applying at least 6 months before service is needed.

Application

To start your application, please work with our Business Accounts department by emailing businessaccounts@pplweb.com or calling 1-888-220-9991, Option 4. Each building, as well as street lights, will need a separate work order. Remember that work will not begin until we have an approved plot plan. If the development layout is changed, there will be re-engineering costs.

Design

Your PPL designer will review your application and contact you within a week of submitting a completed application. Your designer will create your plan and contact you with any estimated fees.

A right-of-way agreement is required before new electric facilities can be placed on any property or if tree cutting or trimming is needed. Right-of-way is also required if tree cutting or trimming is necessary. If needed, sign and return the underground trench agreement. A permit may also be needed to work on your property.

Scheduling

Work is typically scheduled 6-8 weeks after design completion and all customer requirements have been met: customer payment, rate-payer confirmation, signed right-of-way agreement, customer contract agreement and customer tree work.

Electrical inspection and trench/conduit for underground secondary/services installation must be completed 2 weeks before construction. Trench for underground primary installation should be completed 1 week before construction.

PPL schedules jobs to be completed by the week, and the exact day will vary based on weather and other circumstances.

Payments must be made by check and mailed to:

PPL WAM
PO Box 25222
Lehigh Valley, PA 18002-5222

Overnight payments can be sent to:
PPL Electric Utilities Corp
2 North Ninth Street
CPC- GENN1
Allentown, PA 18101-1175

Construction

Be sure to prepare your site for PPL crews to complete the construction work. Remember to call 811 at least 3 business days before you dig. The grading along the electric easement should be rough graded to within 6 inches of final grade, with box-pads not exposed more than 4 inches on any side. We ask that property lines, easements, rights-of-way, water lines, sewer lines, sprinkler systems, septic systems, septic reserve areas, well locations, and other obstacles/obstructions are staked and marked.

Continued from other side >

Scheduling

Be sure to meet all customer responsibilities at least 6 weeks before constructions starts:

- Customer payment.
- Customer confirmation of responsibility. The customer must call 1-877-220-6016 to accept responsibility for the pending account.
- Signed right-of-way agreement.
- Customer contract agreement.
- If needed, customer tree removal or trimming.
- Inform your PPL scheduler a committed date when your requirements will be met. Not meeting the committed week can lead to rescheduling the job up to 6 weeks.
- At least 2 weeks before your scheduled week, complete trenchwork and conduit installation for underground service. Update your work order to release the trench hold.
- Complete the electrical inspection at least 2 weeks before the scheduled start of construction.

Construction

- Call 811 at least 3 business days before you dig.
- Complete final grading along the electric easement. The easement should be rough graded to within 6 inches of the final grade. Transformer foundations should not be exposed more than 4 inches on any side.
- Ensure property lines, easements, rights-of-way, water lines, sewer lines, sprinkler systems, septic systems, septic reserve areas, well locations, and other obstacles/obstructions are staked and marked.
- Clear all obstructions at the service connection locations.
- Provide a safe and clear path for crews to access the job site.
- Ensure all switchgears/meter box are installed and inspected.

