

Site Ready Checklist

Before work can begin to install service, please complete the following:

- ___ Mark property lines
- ___ Mark all private underground facilities
- ___ Ensure lot is within 6" of final grade
- ___ Install and mark conduit per Dominion requirements
- ___ Sign and return underground agreement to Dominion
- ___ Make all necessary payments to Dominion
- ___ Sign and return any required easements to Dominion
- ___ Clear obstructions from cable route
- ___ Make sure all erosion control is adequate.
- ___ When the site is ready, notify your designer at **www.dom.com**. Search: *work request lookup*.

Blue Book Requirements

Before electrical service can begin, you also must take care of the following.

- ___ Clear space around meter (Section 230.04)
- ___ Overhead point of attachment (Section 550)
- ___ Overhead entrance cable (Section 600 & 612)
- ___ Overhead service entrance (Section 631)
- ___ Underground service entrance (Section 633)
- ___ Meter location (Section 810)
- ___ Meter connection (Section 820)
- ___ Footer requirements for underground (Section 620.02 & 620.04)

The Blue Book is available at any Dominion office or at **www.dom.com**. Search: *Blue Book*.

Designer:

Contact information:

Office:

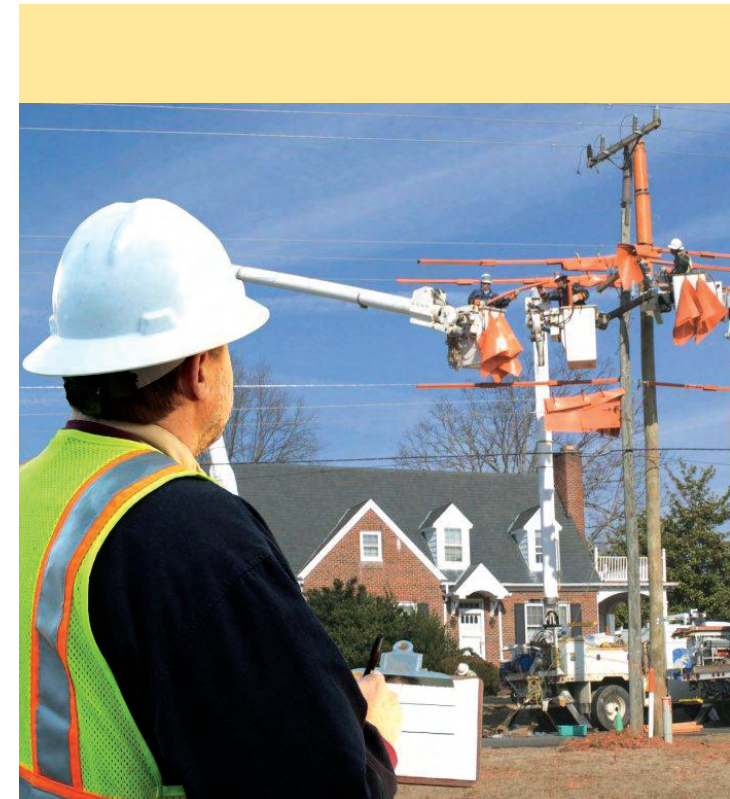
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How to get
electric service
for new construction



A quick reference guide

www.dom.com
Search: *work request lookup*

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Step 3: Working Together

Typically, within two business weeks, our designer will develop a project plan and design package. This plan will include:

- Right-of-Way agreement and easement
- Any necessary charges and
- Underground agreement.

Meanwhile, you should prepare the site. As you do, please refer to the Site Ready checklist and the Blue Book requirements on the back of this brochure.

Once your site is ready, inform the designer online at www.dom.com. Search: *work request lookup*. Or contact the designer by phone.

Return the signed and completed design package to Dominion.

Then our designer will confirm the site's readiness and that the design package is complete. The designer will flag the proposed route for the electric line to be installed.

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Step 4: Connecting Your Electrical Service

Our designer turns the project over to Construction for installation.

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Step 1: Getting Started

To request new service, call us at 1-866-DOM-HELP (1-866-366-4357) or you can visit www.dom.com. Search: *work request lookup*.

A Dominion designer will contact you within three business days.

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Step 2: What You'll Need

Have this information ready for the designer:

- Site readiness date
- Approved site plan
- Electricity load letter
- Proposed location of your meter
- _____(other)

The name and phone number of your Construction contact and the estimated scheduled start date will be sent to you and posted online at www.dom.com. Search: *work request lookup*.

If digging is required, we will contact Miss Utility to mark all non-private underground utilities.

We then will perform the work required to complete your request.

Please note that inclement weather and emergency-service restoration may affect the completion dates.

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Step 5: Inspection

You must schedule the required electrical inspection. After the inspection we can set the meter.

Customer Information provided to designer:	Dates
Customer Ready Date:	
Requested Project-Completion Date:	