



**WASECA ELECTRIC UTILITY
PLAN REVIEW CHECKLIST
COMMERCIAL PROPERTIES**

Applicant Directions: This simplified checklist includes typical areas of interest only. It is the responsibility of the private property owner to research project needs through City Staff well in advance of construction.

CUTOMER NOTE: COSTS MAY BE DETERMINED THROUGH THE BUILDING PERMIT OR THROUGH A SPECIAL AGREEMENT LETTER.

RETURN THIS COMPLETED FORM TO THE WASECA CITY DIRECTOR OF UTILITIES OFFICE.

City Staff Directions: The Building Inspection Department shall distribute this checklist to all commercial projects.

PROJECT _____ DATE _____ REVIEWER _____

PROJECT ADDRESS _____ CONTACT NAME & PHONE NUMBER _____

I. CITY POWER	COMMENTS	YES	NO	FOLLOW UP
A. Service Type _____				
B. Is there a pre-existing City power service?				
C. If YES, are additional City infrastructures on the drawings?				
1. Transformer by the City				
2. Poles or underground conductors				
3. Switchgear, Hoffman box, pedestal				
4. Primary conductors of sufficient size and capacity?				
D. Are easements required for City conductors?				
E. Are City utilities in designated Right of Way?				
F. The point of service is the location where Waseca Utilities terminates its service conductors to the Customer's wiring system. This point of service must be approved by Waseca Utilities before construction begins.				

II. CUSTOMER SERVICE	COMMENTS	YES	NO	FOLLOW UP
A. Are there unpaid bills?				
B. Are easements for service required?				
C. A three phase load must be balanced within 10%				
D. Harmonics or carrier signals must not be injected to City.				
E. Customer is responsible to protect three phase loads against loss of one or more phases.				
F. Motors >50 hp must use reduced voltage starting.				
G. Motors <50 hp may be required as reduced voltage starting.				
CONTACT WASECA UTILITIES PRIOR TO MOTOR PURCHASE FOR REQUIREMENTS				
H. ELECTRIC WELDING PLANS MUST BE APPROVED PRIOR TO INSTALLATION				
I. Fluorescent or HID fixtures must have high power factors				
SEE WASECA UTILITIES FOR PROGRAM REQUIREMENTS				
J. Secondary voltage authorized by City:				
1. 120/208 three phase to >10 unit dwellings				
2. 120/240 single phase to <10 unit dwellings				
3. 120/208 or 277/480 three phase wye to commercial and industrial customers				
K. The service location must be pre-approved by Waseca Utilities				
L. Unusual installation request costs must be paid by Customer				
M. Largest service considered shall be 3,000 amps, 277/480 volt				
N. Apartments, multiple dwellings and shopping centers shall have one meter per tenant. Meters shall be grouped for location per approval by Waseca Utilities. Meters shall be located in Customer provided UL labeled metering equipment, and each meter shall have a service disconnect circuit breaker or fused switch. The meter shall be on the line side of the service breaker. The meters shall be from Waseca Utilities. FULL LOAD BYPASS METER SOCKET REQUIRED.				
O. Service will not be energized until approval by a Minnesota Board of Electricity authorized inspector. City must have affidavit.				
P. Meters shall be installed at a height between 5 and 7 feet above grade.				
Q. Service rated 200 amps or less shall include a meter socket on the line side of the service breaker or fused switch and outside the building at a location approved by Waseca Utilities. The meter socket and metering enclosure shall be installed and wired by the Customer's contractor. The meter socket is paid for by the Customer and shall be approved by Waseca Utilities. Waseca Utilities will provide the meter.				

R. Service rated three phase, larger than 200 amp and single phase 400 amp and larger; Customer shall provide the enclosure for revenue metering CT's (and VT's). The instrument transformers (CT & VT) will be furnished and installed by Waseca Utilities. All services greater than 201 amps shall include a meter socket for revenue and demand metering. Socket shall be on outside of building with an outside service disconnect. Contractor shall furnish and install one inch conduit between metering enclosure and meter. Waseca Utilities will furnish and install metering wire in the conduit. The conduit shall not carry any conductors other than Waseca Utilities wiring.				
S. Primary metering installations shall be reviewed and approved by Waseca Utilities before ordering materials.				
Demand charges and power factor requirements apply to all commercial/industrial customers.				
III. GENERATION	COMMENTS	YES	NO	FOLLOW UP
A. Open transision switch is used where generation is NOT connected to City power grid				
NOT connected to City power grid under any condition.				
B. Closed transision switch, soft loading transfer switch, or operating in parallel with the Waseca system must submit plans to City for an engineering study. The Customer must receive permission from Waseca Utilities in writing before any materials are ordered. The time for study and the cost is subject to current policy. CUSTOMER SHALL PAY FOR ALL ACTUAL COSTS.				
The Customer shall pay for costs incurred by Waseca Utilities to connect generation to the Waseca system regardless of the duration of interconnected operation. Any generation that does NOT meet these requirements will NOT be allowed to connect to the Waseca system. Customer shall pay for meter supplied by the utility. Customer shall pay for installed outside service disconnect. ALL INTERCONNECTION AGREEMENTS MUST BE EXECUTED BY THE OWNER PRIOR TO SERVICE EXTENSION AND SERVICE CONNECTION. All payment must be made at time building permit is issued unless other pre-approved arrangements are made.				
IV. COMMERCIAL CUSTOMER	COMMENTS	YES	NO	FOLLOW UP
A. Demand >50 kW				
B. 120/208 volt, three phrase 4 wire or 277/480				
volt, three phase 4 wire.				
C. Primary voltage Service. Customer pays for all costs in ownership, operation and maintenance of transformer, primary switchgear with circuit breaker, protective relaying, revenue VT and CT provisions, and substation equipment (except meter), a discount of 5% will be allowed on the amount of the monthly bill.				
D. Primary Metering. At option of Waseca Utilities, secondary service may be metered at primary voltage, a 0.5% discount will be allowed on the amount of the monthly bill. The Customer shall pay for all costs of primary metering. The metering VT's and CT's will be furnished by Waseca Utilities and shall be housed in a metering enclosure from the owner.				
E. Power Factor. Power factor must NOT be less that 90% lagging or may be subject to Council approved penalty.				

V. PROTECTIVE LIGHTING SERVICE	COMMENTS	YES	NO	FOLLOW UP
A. Customer shall not install customer owned security lighting on Waseca Utilities property including power distribution poles.				
B. Protective lighting may be installed on a time and material basis by Waseca Utilities.				

WASECA UTILITIES RESERVES THE RIGHT TO RESOLVE ALL SERVICE DISPUTES

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