



**WASECA ELECTRIC UTILITY  
PLAN REVIEW CHECKLIST  
RESIDENTIAL SERVICE**

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

**Applicant Directions:** Routine single phase load applicants do NOT need to return this form. It is the responsibility of the private property owner to research project needs through City Staff well in advance of construction

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

PROJECT \_\_\_\_\_

DATE \_\_\_\_\_

REVIEWER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME & PHONE \_\_\_\_\_

**CITY POWER**

	COMMENTS	YES	NO	FOLLOW UP
Is there a pre-existing City power source? (If yes, check one)	OVERHEAD  UNDERGROUND			
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.				

**CUSTOMER SERVICE**

	COMMENTS	YES	NO	FOLLOW UP
Are there unpaid bills?				
Secondary voltage authorized by City: 120/240 single phase to <10 unit dwellings				

## CUSTOMER SERVICE (CONT.)

	COMMENTS	YES	NO	FOLLOW UP
Unusual installation request costs must be paid by Customer.				
Service will not be energized until approval by a Minnesota Board of Electricity authorized inspector. The City must have affidavit.				
Meters shall be installed at a height of not more than 6 feet above grade or less than 5 feet above grade.				
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.				

## GENERATION

	COMMENTS	YES	NO	FOLLOW UP
Open transition switch is used where generation is NOT connected to the City power grid under any condition.				
Closed transition switch, soft loading transfer switch, or operating in parallel with the Waseca system must submit plans to the City for an engineering study. The Customer must receive permission from the Electric utility in writing before any materials are ordered. The time for the study and the cost is subject to current policy. <b>CUSTOMER SHALL PAY FOR ALL ACTUAL COSTS.</b>				

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 payment must be made at time building permit is issued unless other pre-approved arrangements are made.

PROTECTIVE LIGHTING SERVICE				
Customer shall not install customer owned security lighting on Waseca Utilities property, including power distribution poles.				