



1-888-440-3311
P.O. Box 1937, Hughesville, MD 20637
www.smeco.coop

ELECTRIC SERVICE REQUEST INFORMATION REQUIREMENTS

NEW SERVICE

Please provide the following information so that SMECO can design a new service:

Electric Service Request Form: Fully completed Page 2 and 3 of this document for each meter requested.

Drawings: One set of County approved plans, which include the following: electrical, architectural, site plan, grading plan, storm water management, landscaping, topography, water, sewer, gas or other utilities (including utility profile drawings). If possible, please submit on disk (AutoCAD) to expedite the design process. A requested meter and transformer location can be shown. All equipment locations are subject to SMECO approval.

Riser Diagram: Profile drawings(s) showing the layout and dimension of proposed service equipment. This diagram is to include all panel, CT cabinet, junction box, trough, transfer switch and other service equipment details and must be approved by SMECO prior to installation. A standard phone jack with dial tone is required at the metering location for services with expected demands above 500 kW (as calculated by SMECO).

Manufacturer Info: Manufacturer catalog cut sheets and/or drawings (including part numbers, ratings, dimensions etc.) are required to be submitted for SMECO approval for any of the following if being used: meter stacks, switchgear, generator automatic transfer switches. Note: All automatic transfer switches shall be of the open-transition (break before make) design. This must be indicated on the information provided. If electronic starting or other significant harmonic producing equipment is to be installed, a harmonic profile of the load at each harmonic up to the 50th multiple, is required. Equipment must meet IEEE 519 standard for harmonic generation.

SERVICE MODIFICATION OR UPGRADE

Please provide the following information for an existing service:

Electric Service Request Form: If **modification** pages 2 and 3; **upgrade** pages 2 and 3 - list added load only.

Drawings: One (1) set of drawings which reflect any remodeling to be performed (if applicable). If possible, please submit on disk (AutoCAD) to expedite the design process.

Riser Diagram: See above description. Both the existing and new service arrangements shall be shown.

Manufacturer Info: See above description.

WHERE TO SEND INFORMATION

SMECO - ATTN: ENGINEERING & OPERATIONS - DISTRIBUTION ENGIN./SYSTEM INFO.

14950 COOPERATIVE PLACE, PO BOX 1937 HUGHESVILLE, MD 20637-1937

Note: Designs must be approved by SMECO before equipment is purchased or installed.

If you have not had prior service with SMECO in this name and this request is for Commercial Service, provide the Articles of Incorporation and the TAX ID number for the business. Your request will not be started until this information is received.



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ELECTRIC SERVICE REQUEST FORM

* Work Request No.: (for SMECO's use) Date Submitted:

Name Service Will Be In:

911 Service Address:

Lot #: County: Subdivision:

Billing Address:

Contact Person: Tel No.:

Designing Company:

Address:

Tel No.:

Form with checkboxes for New Construction, Change to existing service, Temporary Service, and fields for Description, Meter Number, OH to UG Conversion, Heavy Up, Service Relocation, and Misc./Description.

- Requested Voltage: 120/240V, 1PH; 120/208V, 3PH; 277/480V, 3PH; 120/240V, 3 PH (high-leg)**; 120/208V, 1PH **

Service/Main Disconnect(s) Size (Amps):

Connected Load (Amps):

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ELECTRIC SERVICE REQUEST FORM

Electrical Load Data

Note: See Page 1 for additional required information

Type of Load	kW	Phase
Lighting		
Cooking		
Air Conditioning		
Heat Pump Compressor		
Resistance Heat		
Water Heating		
Refrigeration		
Motors		

Type of Load	kW	Phase
Receptacles		
Miscellaneous		
Other(list separately):		

Largest Motor Rating (HP): _____

Locked Rotor Amps: _____

Proposed Type Motor Starting: Full Line Voltage Delta-Y Other
 Reduced Voltage Electronic _____

Power Factor Correction Measures Taken?: yes no

Note: SMECO Increases billing demand to compensate for average power factor less than 90% (See GS Rate Schedule)

Submitted by: _____
Print Name Signature*

* Signature above indicates that submitter has read Page 1 - Information Requirements

<u>FOR SMECO USE ONLY</u>	
Date Received: _____	Account No. _____

FOR CONDUIT INSPECTION* AND SCHEDULING OF CONSTRUCTION CREWS
 PLEASE CALL THE FOLLOWING:

CALVERT COUNTY 410-535-9408
 ST. MARYS COUNTY 301-475-1593
 P.G. & CHARLES COUNTY 301-396-4907

***PLEASE ALLOW 24 HOURS NOTICE FOR CONDUIT INSPECTION**