



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

People. Power. Progress.

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 complete all pages of this document **for each meter requested**. Your request will not be started until this information is received.

Site 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 drawing). Please submit an AutoCAD file 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 drawing(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:

Site Drawings: One (1) set of drawings which reflect any remodeling to be performed (if applicable). Please submit an AutoCAD file electronically 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 ENGINEERING/SYSTEM ENGINEERING
14950 COOPERATIVE PLACE, PO BOX 1937, HUGHESVILLE, MD 20637-1937

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



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General Information

Note: Information can be typed in on this form and returned.

Construction Billing Information

Company & Contact:

Phone #: Fax#:

Email:

Address:

Monthly Usage Billing Information

Name for Monthly Bills:

Phone #: Fax#:

Email:

Mailing Address:

County: Subdivision:

Lot: Tax ID (new):

Existing Acct #:

Articles of Incorporation attached (if new customer):

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.

Owner/Developer

Name of Contact:

Phone #: Fax#:

Email:

Address:

Project Supplemental Information

Project Information

County/State Agency Tracking #:

Name of Subdivision/Project:

Subdivision/Project Phase and/or Section:

911 Property Address:

County: Town: District:

Type of Subdivision/Project (Residential - Commercial - Both):

Number of Lots (Residential - Commercial - Both):

Is this property to be developed in phases? Y N If yes, please provide detailed sketch of phases

Record Plat (Recording Ref., or if not recorded best information):

Tax Map, Grid, and Parcel:

Electrician/Designer/Engineer

Name of Firm:

Name of Contact:

Phone #: Fax#:

Email:

Address:



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ELECTRICAL LOAD DATA REQUEST FORM

Note: See Page 1 for additional required information

Electrical Load Data

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

Type of Load	kW	Phase
Refrigeration		
Motors		
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

Were 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)

Change to existing service

New Construction

Meter Number

Description

OH to UG Conversion Yes

Heavy Up From to House Panel/Building No.

Service Relocation Yes Unit or Suite #(s)

Misc/Description

Temporary Service

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

*Services granted by special permission only
(call SMECO)

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

Connected Load (Amps):

Submitted by:
Print Name Signature* (electronic preferred)

*Signature above indicates that submitter has read the information and certifies that all information provided is accurate.

FOR SMECO USE ONLY	
Date Received	Account No.
<input type="text"/>	<input type="text"/>
	WR No.
	<input type="text"/>

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

ST. MARYS and SOUTHERN CALVERT COUNTIES 301-475-1593
P.G., CHARLES, and NORTHERN CALVERT COUNTIES 301-396-4907 or 301-475-1583

*PLEASE ALLOW 24 HOURS NOTICE FOR CONDUIT INSPECTION.

ALL ITEMS LISTED NEED TO BE COMPLETED.

Deployment Date (official use only): 1/17/2018