Service Standards and Requirements

The intent of the following is to give guidance to the District’s Engineering Department in establishing service locations and is not meant to cover every possible circumstance or to be used by consultants or designers to predict how the District will respond to any given situation. In all cases, the owner or the owner’s agent must consult the District prior to design to determine the exact requirements for each project.

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August 2018
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7. Do I Need an Electrical Permit?
In order to accommodate your construction schedule our warehouse requires a 24 hour prior notice to schedule issuing materials to contractors and electricians. Material issuing appointment times are scheduled between the hours of 8:30AM and 2:30PM weekdays. Please contact the PUD warehouse at (541)298-3317 to schedule your material issuing appointment. Material will not be issued without a scheduled appointment.

1. Customer Service Policy Information

1.1. Right of Access - (Customer Service Policy - 26)
The District, through its authorized employees, shall have access to its equipment at all reasonable times for the purpose of reading and testing meters, repairing or replacing any of the District’s equipment. If such equipment is so located that locks must be operated to gain access, the customer shall make provisions to insert the District’s lock in series with the customer’s lock or the District shall be supplied with keys to the customer’s locks.

1.2. Meter Locations - (Customer Service Policy - 27)

A. New meter installations shall be approved by the District and conform to the following:

1. Meters shall be installed out of doors on the sides of buildings, on customer-owned poles or on approved pedestals.

2. Meters shall not be installed in places difficult to access, such as over open pits, moving machinery, or hatchways; in the path of water from eaves or rain spouts; in areas subject to live steam or corrosive vapors; within enclosed spaces or spaces which can easily be enclosed such as under porches or carports.

3. Meters served from an overhead service drop shall be installed at a height of five and one-half feet (5.5’) to six and one-half feet (6.5’) above final grade or an easily accessible platform. Meters served from an underground service may be installed at a height of 3 feet.
to six and one-half feet (6.5') above final grade or an easily accessible platform.

4. Where the meter is to be recessed into the wall of a building, a space of not less than six inches (6") on each side of the meter base shall be provided to permit access for testing, removal and replacement.

5. When a structure is remodeled the meter shall not be enclosed.

6. The customer shall provide a point of attachment for the service drop that meets the minimum clearances established by applicable local, state and federal codes. The location of the point of attachment shall be approved by the District and will normally be on the side of the building nearest the District’s facilities. The point of attachment shall be capable of withstanding the tension of the service drop.

See Diagrams 3.1, 3.2, 3.3, 3.4, and 3.5.

B. When a meter has been enclosed without express written permission from the District, the District will notify the customer in writing and the customer will be required to relocate the meter to a location accessible to and approved by the District within thirty (30) days. If the meter is not relocated within the thirty (30) day period, the District will begin disconnect procedures.

C. When meters are found to be inaccessible during normal business hours and the District has to contact the customer to make an appointment to read, test, remove and/or replace the meter, the customer will be charged a fee in accordance with Rate Schedule 700.

1.3. Point of Delivery - (Customer Service Policy - 29)
Point of delivery is that point on the customer’s premises (or other agreed point) where the District terminates its electrical service conductors, and the customer’s wires are connected to the District’s conductors. All equipment on the load side shall be the responsibility of the customer, except meters and metering equipment and other equipment provided by the District.
It shall be the responsibility of the customer, or their electrical contractor, to advise the District of their service requirements in advance of installation of the service entrance equipment, and to determine that the location is acceptable to the District.

The customer shall furnish an underwriter-approved meter socket or sockets (as specified by the District) for the installation of the District’s metering equipment. If instrument transformers are required (as specified by the District) a suitable location, a mounting provision, and an enclosure shall be provided for such installations as agreed by the District. In all cases, the customer shall furnish connecting conduit between the instrument transformers and the meter sockets for which the District will furnish and install the meters and connecting wire.

In general, the point of delivery will be as follows:

a. **Residential Overhead**: at the weatherhead

b. **Residential Underground**: at the line terminals of the meter base

c. **Commercial Overhead**: at the weatherhead

d. **Commercial Underground**: at the line terminal of the meter base or current transformer

1.4. **Meter Pole - (Customer Service Policy - 30)**

A meter pole is a pole to which the customer has attached a meter loop and the District has attached a service drop. Meter poles will be installed, owned and maintained by the customer.

District-owned poles shall not be used for meter poles without special permission from the District. In those cases where District-owned poles are being used as meter poles, the District reserves the right to require that the customer relocate their equipment if it conflicts with the District’s use of the pole.
1.5. **Delivery Phase and Voltage - (Customer Service Policy - 31)**

All service shall be alternating current 60-Hertz. Nominal Delivery voltages are:

- A. 120/240 volt, single-phase, 3 wire
- B. 120/240 volt, three-phase, 4 wire
- C. 240 volt, three-phase, 3 wire
- D. 120/208 volt, single-phase, 3 wire
- E. 120/208 volt, three-phase, 4 wire
- F. 480 volt, three-phase, 3 wire
- G. 277/480 volt, three-phase, 4 wire

Voltages other than those mentioned above may be provided when approved by the District.

Three-phase, 120/208 volt, 4-wire service is generally intended for loads between 45 KW and 500 KW where the load consists primarily of 120 volt load. In areas served from an underground primary system, three-phase, 120/208 volt, 4-wire service is the preferred voltage. In areas served from an overhead primary system, three-phase, 120/208 volt, 4-wire service will be provided only when it will not interfere with existing or future 120/240 volt service.

Three-phase, 480 volt and 277/480 volt service is generally intended for large loads in excess of 500 KW and will only be provided where the load justifies a separate transformer installation. Loads of less than one-hundred (100) horsepower may be served at 480 or 277/480 volts if the customer contributes the cost of the transformers.

1.6. **Motors - (Customer Service Policy - 32)**

Irrigation motors twenty (20) horsepower and above shall be equipped with capacitors between the starting equipment and the motor. The capacitors shall be sized to adjust the power factor of the motor to ninety-seven percent (97%).

Reduced voltage starters shall be required on all motors fifty horsepower (50 H.P.) and larger if starting the motors across the line causes excessive flicker.
1.7. **Line Extension Policy - (Customer Service Policy - 33)**

**A. Overview:** This Line Extension Policy defines the responsibilities of the District, and the responsibilities of the customer, when it is necessary to provide facilities to serve new or additional loads. The Line Extension Policy is written to cover the majority of probable extension situations. The policy cannot, and is not intended to, cover every specific situation or eventuality. The Manager is therefore authorized to make policy adjustments to accommodate those unique situations as they arise.

**B. Applicability:** The Line Extension Policy applies to all individual customers, subdivisions or developments, commercial and industrial customers. The District may be unable to extend the distribution system where the extension is not physically feasible.

**C. Definitions:**

- **Aid to Construction**- Cash or approved construction work required of the customer.
- **Small Loads**- Service to small loads or temporary facilities such as garages, barns, travel trailers, telephone booths, signs, or other similar uses.
- **Base System**- The power system needed to serve, excluding transformer(s), meter(s), and service drop(s).
- **Contribution**- The cash portion of the aid to construction.
- **District Construction Allowance**- That portion of new facilities required to serve the customer that were provided by the District without charge.
- **Primary Span**- High-voltage (above 600 volts) District distribution line between two poles above ground, or up to 400 feet long underground.
- **Questionable Permanence**- Facilities that are to be served for short periods, or that may be speculative in nature, as determined by the District.
- **Service**- All necessary lines and equipment needed to provide electricity to the customer.
- **Service Drop**- The electrical line(s) from District equipment to the customer’s equipment.

**D. Line Extensions - General:** The District will construct facilities necessary to extend the distribution system to new customers, or to serve additional
loads to existing customers, subject to the other sections of this policy and the following.

The extension must be from an existing distribution line used by the District.

The extension must be located along a permanently established road upon which the District has, or may obtain, a satisfactory permit; or, if not an established road, a fully recorded, permanent easement in a form acceptable to the District, must be provided by the customer at no cost to the District.

The extension shall be built, owned, operated and maintained by the District. All line extensions shall be designed and built to District specifications. Special care shall be taken not to place facilities in locations not readily accessible to the District’s line trucks.

If a customer requests special equipment or facilities normally not provided for the type of load being served and the District agrees to provide it, the customer shall pay the additional expense.

Where the cost to provide service requires additional construction in excess of that normally provided by the District, the customer shall contribute, in advance, the estimated additional construction cost. This contribution will be partially refunded under either, or both, of the following conditions:

a. The District’s actual addition construction costs are less than the estimated additional cost.

b. Within (5) years of completion of the extension, additional customers are served from that extension.

The cost of providing underground service is considerably higher than providing the District’s standard overhead service. Since the District’s rates are based on an overhead system, those customers wishing underground service will be required to contribute in advance of construction the difference in costs between an overhead system and an underground system. The customer will be required to provide the
excavation and labor to install all of the District’s supplied substructure system (consisting of conduit, vaults, hand holes, etc.). All work done by the customer must be to the District’s specifications and pass District inspection.

E. **Permanent Single Phase Service:**

   **Overhead**- Within an established overhead area, the District will provide, without charge, a pole mounted transformer, meter, and overhead service drop.

   **Underground**- Within an established underground area, the District will provide a pad-mounted transformer, meter and service drop for a fee as established in Rate Schedule 700. Pursuant to Section D(6) of this policy, the customer will be required to install the District’s substructure system.

   **Overhead/Underground**- Within an established overhead area, the District will provide a pole mounted transformer, meter and underground service drop fee as established in Rate Schedule 700. Pursuant to Section D(6) of this policy, the customer will be required to install the District’s substructure system.

   The customer will be required to make a cash contribution of the estimated cost of the District’s labor and material for any work required to provide service not covered in (1), (2), and (3) above.

F. **Permanent Small Loads:** The District will provide, without charge, the meter and single phase overhead service drop for loads up to 100 amps. The customer will be required to make a cash contribution of the estimated cost of the District’s labor and material for any work required.

G. **Three Phase Service:**

   **Overhead**- Within an established overhead area, the District will provide, without charge, pole mounted transformer, meter and overhead drop.
**Underground**- Within an established underground area, the District will provide pad-mounted transformer(s), meter and service drop for a flat fee as established in Rate Schedule 700. Pursuant to Section D(6) of this policy the customer will be required to install the District’s substructure system.

**Overhead/Underground**- Within an established overhead area, the District will provide a pole mounted transformer, meter and underground service drop for a flat fee as established in Rate Schedule 700. Pursuant to Section D(6) of this policy, the customer will be required to install the District’s substructure system.

H. **Contribution in Aid of Construction:** Contributions in aid of construction will be in cash. Cash contributions must be made before materials are issued or work has begun on the extension. No right, title, or interest in the extension will accrue to the customer from this contribution.

I. **Service From Prior Extension:** Customers desiring service from a prior extension less than five (5) years old, to which a contribution has been made by another customer, must pay their proportional share of that contribution in advance of construction. This amount is in addition to any contributions in aid of construction.

J. **Subdivision or Development:** The subdivider and/or developer shall be required to pay, in advance of construction, the total amount of the District’s estimated cost to provide the base system to serve the subdivision or development (or the cost to provide that portion of a planned subdivision or development requiring service under a multiphased development program). Any deviation from payment plan must be approved by the Manager. Individual single phase customers requesting service within a subdivision or development shall be provided service in accordance with the applicable specifications in Section D, E, F, and G.

K. **High Voltage Service:** The District will provide high voltage service under certain conditions. These will be negotiated with the customer.

L. **Service to a Load of Questionable Permanence:** If in the opinion of the District, and at its sole discretion, the line extension is to be constructed to serve a load of questionable permanence, the customer will be required to
make a payment in advance of construction, in an amount equal to the estimated irrecoverable cost. (Irrecoverable costs are defined as the cost of construction of the facilities, plus the cost of removal of the same facilities, minus salvage value.) The amount of this payment in excess of the customer’s contribution required pursuant to Section D, E, and/or G will be refunded over a five (5) year period at a rate of 20% per year. In the event the customer discontinues service prior to the full amount being refunded, the balance of the advance will be retained by the District and will not be refunded.

M. **Refunding Contributions:** The District shall refund contributions by new customers on a pre-existing line extension, to the current owners of the affected properties. The purpose of this refund is that all customers served from the extension share proportionally in the cost of the extension.

Refunds apply to cash contributions only and shall be made to the legal owner(s) of the property(s) served by the extension at the time of the refund.

In no case shall any customer receive refunds in excess of the contributor’s original cash contribution.

1.8. **Temporary Service - (Customer Service Policy - 36)**

A. Within an established overhead area, the District will provide a single phase 120/240 volt temporary overhead service drop of up to 50 feet for construction of a new permanent load for a fee established in Rate Schedule 700.

B. Within an established underground area, the District will provide a single phase 120/240 volt temporary underground service drop for the construction of a new permanent load for a fee established in Rate Schedule 700. The customer will be required to furnish the service conductors, trench and backfill to the District’s point of service.

C. All other temporary services shall be treated as loads of questionable permanence.

**See diagram 3.6 and 3.7.**
1.9. **Facility Site Evaluation Requests of Prospective Large Customers - (Customer Service Policy - 42)**

Pursuant to these Customer Service Policies, where certain customer service applications and requests must be evaluated based on unique customer specific information (e.g. line extensions, 3-phase and high-voltage services), a Facility Site Evaluation Request provides the District resources to prospective customers that can be used to inform their decisions regarding the costs and feasibility of providing electric service to a proposed facility within the District’s service area and applies to prospective customers with peak loads that are expected to exceed 1 megawatt (MW). To initiate a Facility Site Evaluation Request, the prospective customer must complete the form titled FACILITY SITE EVALUATION REQUEST, and attach a description of the proposed site and facility. The description must include the location of the site and electrical characteristics of the desired service to the facility such that District staff can develop and estimate the costs for one or more plans of service to the facility. The prospective customer must provide, upon request, any additional information needed by staff to perform its analysis.

## 2. Trenching

2.1. **Location:**

The location of the trench will be staked and marked with white paint by the District or indicated on a drawing of a plan view of the project.

2.2. **Depth:**

Trench depth is determined from one of the following:

1. For trenches running parallel to the right-of-way behind the curb line, use the lower of either the top of the curb or existing grade.
2. For trenches in the traveled portion of the right-of-way, use the top of the pavement.
3. For trenches in unpaved right-of-ways, have owner establish final grade.

**See Diagram 3.8, 3.9, and 3.10.**
2.3. **Trenching:**
The trench should be graded true and free from rocks or soft spots. The bottom of the trench should be undisturbed, tamped, or relatively smooth earth. Where the excavation is in rock, the conduit should be laid on a protective layer of clean tamped backfill.

2.4. **Backfill:**
All backfill should be free of materials that may damage the conduit system. Backfill within 6” of the conduit system should be free of solid material greater than 1” in a maximum dimension or with sharp edges. The remainder of the backfill should be free of solid materials greater than 3” in maximum dimensions. Backfill should be adequately tamped.

*See Diagram 3.8*

2.5. **Joint Use:**
The joint use of the trench by telephone, TV cable, water, sewer, and approved customer-owned facilities is acceptable provided:

1. No trench occupants are below the District's facilities.
2. A minimum of 12” clearance is maintained between District facilities and all other facilities.

Exceptions must be approved by the District.

The individual digging the trench is responsible for coordinating the utilities planning to use the joint trench.

*See Diagram 3.8*
2.6. **Call Before You Dig:**
Call 811 at least 48 business hours prior to the time you plan on excavation and visit digsafelyoregon.com for more information. The local utilities will locate any subsurface facilities which may be in the area. You are liable for any damage you do to existing facilities.

See O.A.R 952-001-0050

2.7. **Inspection:**
**The District must inspect the conduit installation prior to backfilling.**
Notify the District at least one working day prior to backfilling so that the inspection may be scheduled.
Diagram 3.1  Typical Service Entrance Arrangement (Underground)

NOTE:
1. Location of Meter Base and Service must be approved by the District.
2. Customer shall provide Trench, Meter Base and install Conduit for Districts Service Drop.
3. The District will supply conduit and fittings, Customer to furnish PVC cement.
4. All wiring to meet Oregon State requirements.
5. Backfill with sand or 3/4" minus.

6. Display the electrical label or permit on the Meter Base or Panel.
7. Do not use center knockout for PUD conduit.

6.5 Max 3 Min

Conduit and sleeve is required when passing through pavement.

Meter Base and Conduit must be securely attached to the structure. Meter socket must be plumb and switch box must be covered when inspected. The District will determine the exact location and orientation of the Meter.
Diagram 3.2 Typical Service Entrance Arrangement (Overhead)

NOTES:
1. Contact district for approved service mast location.
2. Equipment, Construction and Materials must meet state and local code requirements.
Diagram 3.3  Typical Layout for Post Mounted Meter (Underground)

6" x 6" Min. Pressure treat wood post, or free standing pedestal owned by Customer. During installation firmly tamp earth around post and mound to allow for settling.

6.5' Max. 3' Min.

24" Min
Block and strap to support conduit

NOTE:
1. Use protective Bushing on Conduit.
2. The District will determine the exact location and orientation of the meter.
3. Do not use center knockout for PUD conduit.
4. Equipment must be ground to state and local requirements.
Diagram 3.4 Overhead Service to Meter Pole Service Lateral (Underground)

NOTE:
1. Pole to be 25' Min length. Class 6 (6” Min top diameter, 7” Min diameter 6’ from the butt), or better, pressure or thermally treated by a commercial treating plant, set no less than 5’ below ground level, with gravel backfill.  6” x 6” pressure treated post is acceptable as an alternative to Class 6 Pole.

2. Additional height may be required to accommodate over head telephone service or cable TV. Contact telephone and CATV Companies. for their required clearances.

3. The District will determine the location and orientation of the pole and meter.

4. Equipment must be grounded according to state and local code requirements.
Diagram 3.5 Overhead Service to Meter Pole Service Lateral (Overhead)

NOTE:
1. Pole to be 25' Min length. Class 6 (6" Min top diameter, 7" Min diameter 6' from the butt), or better, pressure or thermally treated by a commercial treating plant, set no less than 5' below ground level, with gravel backfill. 6" x 6" pressure treated post is acceptable as an alternative to Class 6 Pole.

2. Additional height may be required to accommodate over head telephone service or cable TV. Contact telephone and CATV Companies for their required clearances.

3. The District will determine the location and orientation of the pole and meter.

4. Equipment must be grounded according to state and local code requirements.
Diagram 3.6 Typical Layout for Temporary Power Service (Underground)

Customer to provide secondary Conductors to the point of Connection.

Wood Post (minimum 4”x4”), pressure treated required if over 180 days use (Customer owned)

6.5’ Max.
3’ Min.

Transformer Vault

Firmly tamp earth around post. Dome earth to allow for settling.

Ground Level

Conduit to extend minimum of 24” below ground. Conduit must be rigidly fastened to wood post.

Meter socket. Must be plumb in all directions.

Customer-owned conduits and box with breakers and receptacles.

Notes:
1. Meter location and orientation to be determined by the District.
2. Equipment must be grounded according to state or local code requirements.
3. Maintain proper support of equipment and structure.
Diagram 3.7  Typical Layout for Temporary Power Service (Overhead)

NOTE:
1. Meter base must be UAL approved
2. Allow 18" for connection to service drop.
3. Equipment must be grounded according to state or local code requirements.
4. Minimum service drop conductor clearance over public thoroughfares is 15" unless greater clearance is required locally.
5. Service Conductor Neutral is not an approved grounding electrode for receptacles.
6. Meter location and orientation will be determined by the district.
Diagram 3.8 Typical Trench Cross Sections

Primary & Secondary Installations Only

3" Maximum size backfill

6" of 1" Maximum size backfill

Joint Utility Installations

3" Maximum size backfill

6" of 1" Maximum size backfill

Note:
Check with other utilities for backfill requirements.

Concrete Encased Installations

3" Maximum size backfill

Note:
1) For trenches running parallel to the right-of-way behind the curb line, use the lower of either the top of the curb or existing grade.
2) For trenches in the traveled portion of the right-of-way, use the top of the pavement.
3) For trenches in unpaved right-of-ways, have owner establish final grade.
Diagram 3.9 Primary Handhole Installation

**TOP VIEW**
- Property Line
- Property Pin
- 3" or 1.5" PVC Secondary Conduit
- 48"
- 4-6" Min
- Ground Rod

**SIDE VIEW**
- Street
- 2" above Finished Grade
- 12"
- 1" Min
- 6" Compacted 3/4 Minus
- 8" Ground Rod

**FRONT VIEW**
- Transformer Vault to be Level
- 18"
- 6" Compacted 3/4 Minus
- 90° ELLS
- 8' Ground Rod

**NOTE:**
- Minimum 1" space between conduits.
- Do not disturb property pin.
- Primary & Secondary Conduits bundled together **will not be accepted.**
Diagram 3.10 Secondary Handhole Installation

NOTE:
Do not disturb property pin.
**Standard Conduit Sizes and Types:**

<table>
<thead>
<tr>
<th>Duct Size</th>
<th>Duct Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5”, 2”, 3”, 4”, &amp; 6”</td>
<td>SCH 40 &amp; 80 PVC in 10 ft Lengths</td>
</tr>
</tbody>
</table>

**Standard Bends for Schedule 40 PVC:**

<table>
<thead>
<tr>
<th>Duct Size</th>
<th>Minimum Radius</th>
<th>Angles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5”</td>
<td>24”</td>
<td>45° &amp; 90°</td>
</tr>
<tr>
<td>2”</td>
<td>24”</td>
<td>45° &amp; 90°</td>
</tr>
<tr>
<td>3”</td>
<td>30”</td>
<td>45° &amp; 90°</td>
</tr>
<tr>
<td>4”</td>
<td>36”</td>
<td>45° &amp; 90°</td>
</tr>
<tr>
<td>6”</td>
<td>48”</td>
<td>45° &amp; 90°</td>
</tr>
</tbody>
</table>
### Required Burial Depth:

<table>
<thead>
<tr>
<th>Conduit</th>
<th>Location</th>
<th>Depth</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>All</td>
<td>48” ± 6”</td>
<td>Compacted backfill 1” or less for first 6” and compacted backfill 3” or less for remainder.</td>
</tr>
<tr>
<td>Primary</td>
<td>All</td>
<td>36”</td>
<td>6” concrete top &amp; 3” concrete sides</td>
</tr>
<tr>
<td>Primary</td>
<td>Exposed</td>
<td>----</td>
<td>Galvanized Steel</td>
</tr>
<tr>
<td>Primary</td>
<td>Risers</td>
<td>----</td>
<td>SCH 80 first 10 ft section &amp; SCH 40 above first section</td>
</tr>
<tr>
<td>Secondary</td>
<td>All</td>
<td>36” ± 6”</td>
<td>Compacted backfill 1” or less for first 6” and compacted backfill 3” or less for remainder</td>
</tr>
<tr>
<td>Secondary</td>
<td>All</td>
<td>24”</td>
<td>6” concrete top &amp; 3” concrete sides</td>
</tr>
<tr>
<td>Secondary</td>
<td>Risers</td>
<td>----</td>
<td>SCH 80 first 10 ft section &amp; SCH 40 above first section</td>
</tr>
</tbody>
</table>
4. Rate Schedule 700 - Miscellaneous Charges and Fees:

APPLICABLE: To all customers throughout the District’s service area. Miscellaneous charges and fees established by the District may be added to a customer’s account to cover additional costs referred to the Customer Service Policy, such as collection efforts, appointments, etc. These fees are a one time charge to the Customer for each occurrence or transaction.

A. MISCELLANEOUS BILLING & COLLECTION CHARGES:

1. New account processing charge .................. $25.00
2. Service deposits .......................... minimum $150.00
   Missing Social Security Number .... minimum $300.00
3. Bank returned check .......................... $ 25.00
4. On-site collection during business hours ........... $ 35.00
5. Reconnection of service during business hours .... $ 75.00
6. Connection or reconnection of service after hours .... $275.00
7. Unauthorized reconnection / meter tampering .... $350.00
8. Meter Damages ........ Actual cost of replacement & installation
9. Door tags, such as limiters, landlords
   request for disconnect ................... $35.00
10. Self read meter reminder .......................... $10.00
11. Appointment required to read, test,
   remove &/or replace meter .............. $35.00
12. Required appointment not kept ................. $75.00
13. Retest meter within a 12-month period ........ $95.00

B. SERVICE CHARGES FOR PERMANENT & TEMPORARY SERVICES:

1. Overhead service drop:
   a. Permanent single phase load ................. No charge
   b. Permanent three phase load ................. No charge
   c. Temporary up to 50 feet ....................... $200.00
   d. Temporary greater than 50 feet .............. Actual cost

August 2018
Northern Wasco County PUD
2. Underground service drop: (Underground Area)
   a. Permanent single phase up to 400 amp or three phase load up to 200 amps.
      i. Up to 100 feet ............................. $300.00
      ii. 101 feet to 150 feet ......................... $450.00
      iii. 151 feet to 200 feet ........................ $650.00
   b. Permanent single phase greater than 400 amp or three phase load greater than 200 amps ........................ Actual Cost
   c. Temporary ........................................ $200.00

3. Underground service drop: (Overhead Area)
   a. Permanent single phase up to 400 amps or three phase load up to 200 amps
      i. Up to 100 feet ............................. $900.00
      ii. 101 to 150 feet ............................. $1,100.00
      iii. 151 to 200 feet ............................. $1,300.00
   b. Permanent single phase greater than 400 amps or three phase load greater than 200 amps ........................ Actual Cost
5. **Service Application Procedure**  
(Typical Underground)

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) NWCPUD Will Identify Optimal Point of Delivery</td>
<td>NWCPUD</td>
<td>View Section 1.2.</td>
</tr>
<tr>
<td>2) Amend, Finalize Design</td>
<td>NWCPUD</td>
<td>With Customer Input.</td>
</tr>
<tr>
<td>3) Pay CIAC &amp; Establish Service</td>
<td>Customer</td>
<td>View Rate Schedule 700 for CIAC. CIAC Must be Paid Before Continuing.</td>
</tr>
<tr>
<td>4) Pick Up Related Materials From NWCPUD Office</td>
<td>Customer</td>
<td>By Appointment. Secondary Conduit Provided by NWCPUD.</td>
</tr>
<tr>
<td>5) Open Trench &amp; Install Related Materials</td>
<td>Customer</td>
<td>Per Design &amp; NWCPUD Instructions, Call 811.</td>
</tr>
<tr>
<td>6) Trench Inspection by NWCPUD (OK to Cover &amp; Fill)</td>
<td>Customer</td>
<td>By Appointment.</td>
</tr>
<tr>
<td>7) Meter Base Inspection Approved by State</td>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>8) Provide Meter, Install &amp; Energize Service</td>
<td>NWCPUD</td>
<td>Enclosure/Meter Base by Customer.</td>
</tr>
</tbody>
</table>

In order to accommodate your construction schedule our warehouse requires a 24 hour prior notice to schedule issuing materials to contractors and electricians. Material issuing appointment times are scheduled between the hours of 8:30AM and 2:30PM weekdays. Please contact the PUD warehouse at (541)298-3317 to schedule your material issuing appointment. Material will not be issued without a scheduled appointment.
6. **Service Application Procedure**  
*(Typical Overhead)*

<table>
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<td>1) NWCPUD Will Identify Optimal Point of Delivery</td>
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<td>View Section 1.2.</td>
</tr>
<tr>
<td>2) Amend, Finalize Design</td>
<td>NWCPUD</td>
<td>With Customer Input.</td>
</tr>
<tr>
<td>3) Pay CIAC (if necessary) &amp; Establish Service</td>
<td>Customer</td>
<td>View Rate Schedule 700 for CIAC. CIAC Must be Paid Before Continuing.</td>
</tr>
<tr>
<td>4) Construct Meter Base &amp; Weatherhead</td>
<td>Customer</td>
<td>Per Design &amp; NWCPUD Instructions.</td>
</tr>
<tr>
<td>5) Meter Base Inspection Approved by State</td>
<td>Customer</td>
<td></td>
</tr>
<tr>
<td>7) Provide Meter, Install &amp; Energize Service</td>
<td>NWCPUD</td>
<td>Enclosure/Meter Base by Customer.</td>
</tr>
</tbody>
</table>
7. **Do I Need an Electrical Permit?**

**When Do I Need an Electrical Permit?**

An electrical permit is required when you:

- Install or alter any permanent wiring or electrical device.
- Install additional wiring in your home.
- Install a new electrical outlet or light fixture.
- Install a receptacle for a garage-door opener.
- Convert from fuse box to circuit breakers.
- Install or alter low-voltage systems, such as security alarms, stereos, or computer systems.

**An Electrical Permit is Not Required When You:**

- Replace broken or damaged electrical outlets, light fixtures, and light switches with a like replacement.
- Replace approved fuses.
- Replace light bulbs and fluorescent tubes.
- Replace an existing garbage disposal, dishwasher, electric water heater, or similar appliance of 30 amps or less.
- Install coaxial cable for cable television (CATV); however, it must be listed as the proper type of insulated wire for the project.
- Replace an existing doorbell.

If you are still not sure if you need a permit, check out [PermitsProtect.info](http://PermitsProtect.info)

Building Codes Division
1535 Edgewater St. NW
P.O. Box 14470
Salem, OR 97309-0404

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