

NEW SERVICE PACKET FOR MEMBERS



Shelby Energy
Cooperative


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Know what's below.
Call before you dig.

SHELBY ENERGY CONTACT INFORMATION



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BILLING & CUSTOMER SERVICE – NEW SERVICE REQUESTS

502-633-4420

DISPATCH – DITCH INSPECTION SCHEDULING AND NOTIFICATION ROW HAS BEEN CUT

502-633-0363

ENGINEERING/STAKING – NEW LINE CONSTRUCTION COSTS AND QUESTIONS

502-437-8191

OPERATIONS – QUESTIONS REGARDING SCHEDULING


502-437-8177



NEW SERVICE CHECKLIST



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- 911 ADDRESS ACQUIRED
- DIRT WORK/FOUNDATION STARTED
- SERVICE ORDER CREATED WITH CUSTOMER SERVICE
- DEPOSIT PAID (IF APPLICABLE)
- MET WITH STAKING TECHNICIAN ON SITE
- OTHER FEES PAID (IF APPLICABLE)
- SIGNED AND NOTORIZED EASEMENTS RETURNED TO SHELBY ENERGY (IF APPLICABLE)
- METER BASE INSTALLED AT APPROVED LOCATION
- ALL DITCH INSPECTIONS PASSED (IF APPLICABLE)
- DITCHES ARE COVERED AND SHELBY ENERGY DISPATCH NOTIFIED (IF APPLICABLE)
- RIGHT-OF-WAY CLEARED AND SHELBY ENERGY DISPATCH NOTIFIED (IF APPLICABLE)
- STATE ELECTRICAL INSPECTION COMPLETE



STATE ELECTRICAL INSPECTORS



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SHELBY/ANDERSON/FRANKLIN COUNTIES

- INSPECTOR: CRAIG BITZER
- PHONE: 502-829-0054
- (CALL BETWEEN 6:30 – 8:00 A.M. ON M-W-F)

HENRY/OLDHAM/TRIMBLE/CARROLL COUNTIES

- INSPECTOR: JERRY DUNAWAY
- PHONE: 502-643-6168


SPENCER COUNTY

- INSPECTOR: STEVE CLARK
- PHONE: 502-477-3275 OR 502-477-3218

TEMPORARY METER POLE



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- 1/2" EYE BOLT OR FOR ATTACHMENT POINT

- 18" OF WIRE EXTENDED FROM WEATHERHEAD

- 6X6 POST MINIMUM

- METER BASE MOUNTED 5-6 FT ABOVE GRADE

- DISCONNECT

- TWO OR MORE BRACES




- 12' MIN CLEARANCE
16' MIN CLEARANCE
WHERE VEHICLE
TRAFFIC IS
EXPECTED

UNDERGROUND TEMPORARY METER POLE



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- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE
- DISCONNECT
- METER BASE MOUNTED TO 8 FT 4X4 POST
- TEMP POLE TO BE SET 2 FT FROM UTILITY TRANSFORMER/PEDESTAL
- IF SETTING NEXT TO TRANSFORMER, SET ON RIGHT SIDE
- MIN 6 FT OF TEMP WIRE PROVIDED BY MEMBER/ELECTRICIAN
- BURY 2 FT DEEP (STOP DIGGING AT TRANSFORMER/PEDESTAL)



TRANSFORMER



RIGHT SIDE



Know what's below.
Call before you dig.

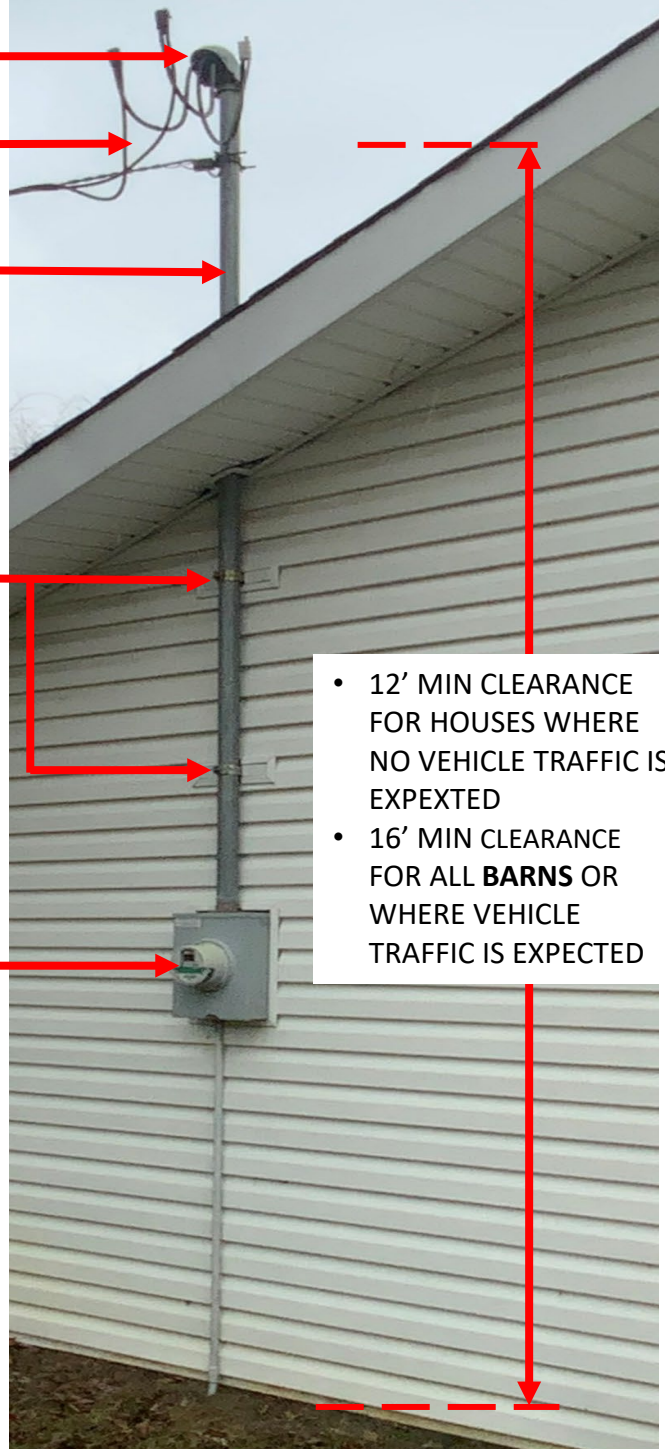
OVERHEAD SERVICE THROUGH THE ROOF



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- CONDUIT TO EXTEND 2' MIN – 3'6" MAX ABOVE ROOF
- 18" OF WIRE EXTENDED FROM WEATHERHEAD
- 2-1/2" RIGID STEEL CONDUIT
- 2 OR MORE THROUGH-THE-WALL CONDUIT SUPPORTS
- METER BASE MOUNTED 5-6 FT ABOVE GRADE



OVERHEAD SERVICE BELOW THE ROOF



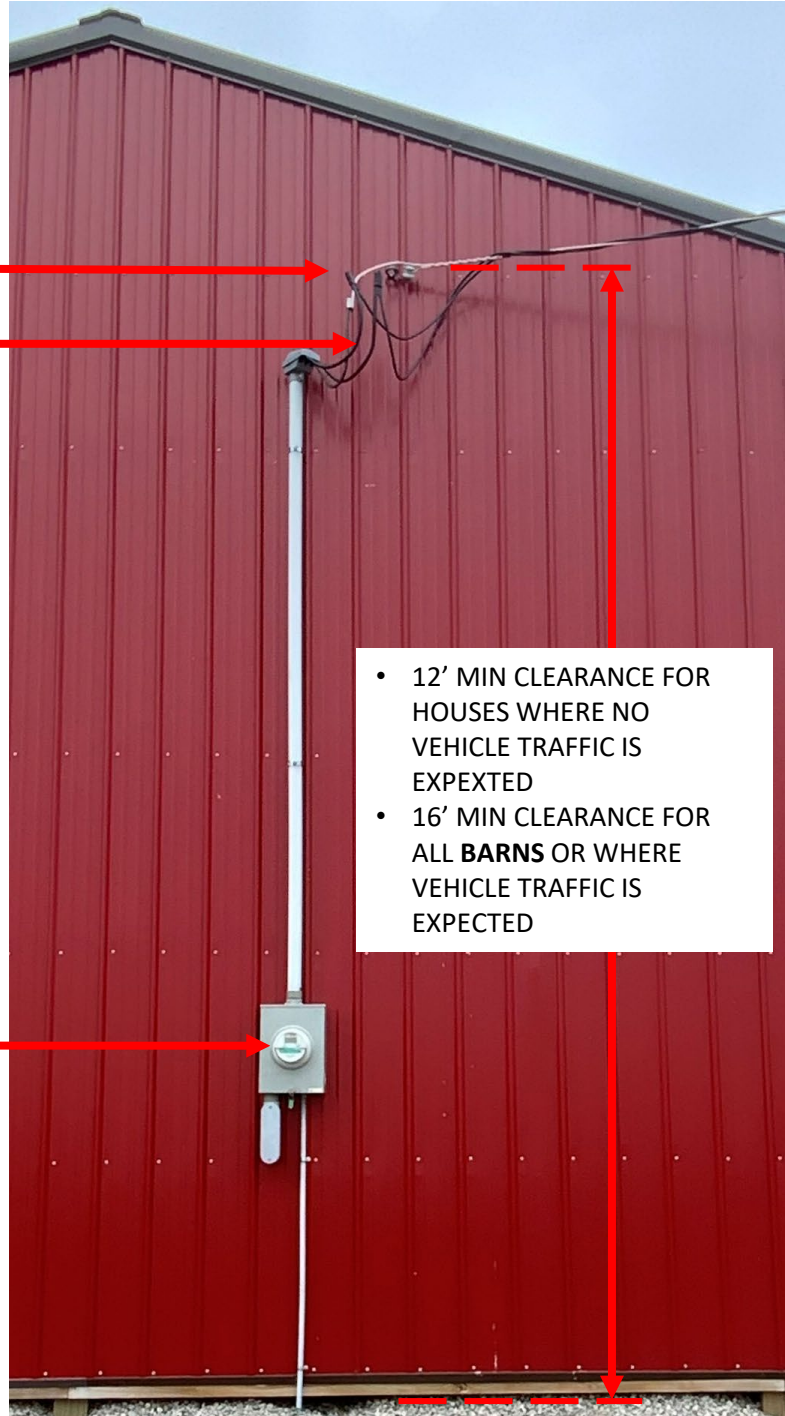
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- 1/2" EYE BOLT THROUGH 6X6 POST FOR ATTACHMENT POINT

- 18" OF WIRE EXTENDED FROM WEATHERHEAD


- METER BASE MOUNTED 5-6 FT ABOVE GRADE



UNDERGROUND PRIMARY



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DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE

- CONDUIT IN DITCH SHALL BE 3"
- SCHED 40 PVC IN GROUND
- SCHED 80 PVC ABOVE GROUND
- SCHED 80 PVC ELBOWS (90° - 36" RADIUS ONLY)
- **LEAVE 3 STICKS OF 10 FT 2-1/2" SCHED 80 PVC CONDUIT FOR SHELBY ENERGY TO USE UP POLE**
- 4 FT DEEP TRENCH FROM POLE TO TRANSFORMER



- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND TAPED TOGETHER WHEN INSTALLING FOR PADMOUNT TRANSFORMER AND/OR PULL BOXES
- INSTALL "**STUBOUT**" (ELBOW, STICK OF CONDUIT, AND PULL STRING) FOR FUTURE SERVICE – THIS WILL HELP AVOID SCHEDULING WITH SHELBY ENERGY TO ACCESS INSIDE TRANSFORMER AT LATER DATE



- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND AGAINST EXISTING POLE USING CONDUIT STRAP
- IF NO POLE IS EXISTING, TURN CONDUIT UP 1 FT ABOVE GRADE AND AGAINST STAKE



UNDERGROUND SERVICE (PAGE 1 OF 2)



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DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE

- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE

- PULL STRING INSTALLED THROUGH CONDUIT TO POLE OR TRANSFORMER

- 3" OR 2-1/2" SCHED 80 PVC CONDUIT TO ENTER LEFT OR RIGHT SIDE KNOCKOUT OF METER BASE

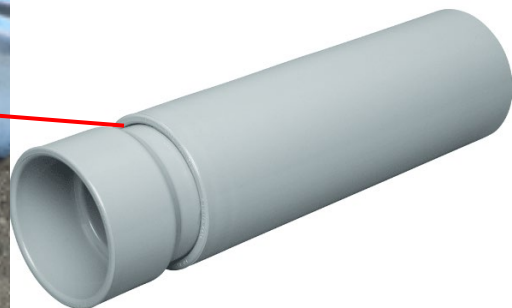
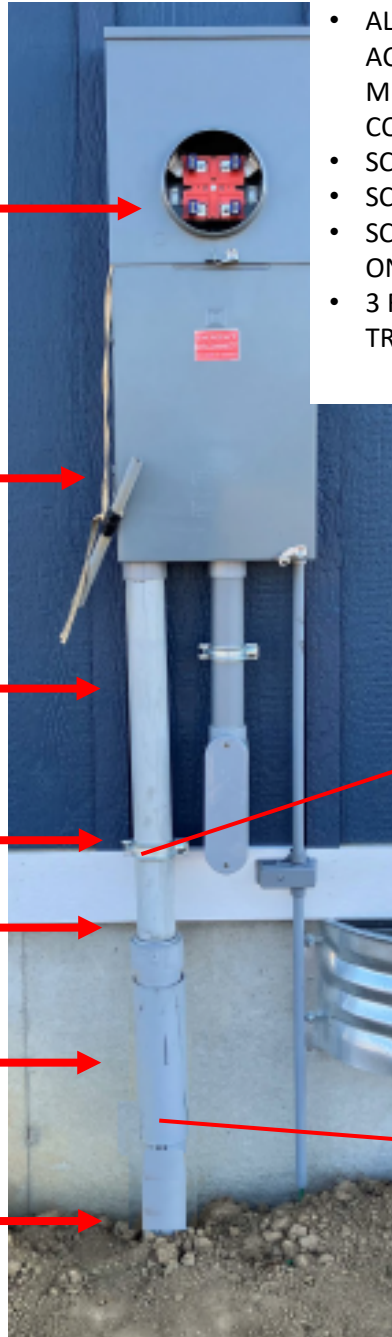
- 1/2" THROUGH WALL CONDUIT SUPPORT ABOVE EXPANSION COUPLING

- 3" X 2-1/2" REDUCER IF NEEDED

- 3" EXPANSION COUPLING
*MAKE SURE IT IS FULLY COLLAPSED

- 3" SCHED 80 PVC 3FT RADIUS ELBOW

- ALL CONDUIT TO BE 3" (2-1/2" IS ACCEPTABLE TO ACCOMMODATE 200 AMP METER BASE ABOVE EXPANSION COUPLING)
- SCHED 40 PVC IN GROUND
- SCHED 80 PVC ABOVE GROUND
- SCHED 80 PVC ELBOWS (90° - 36" RADIUS ONLY)
- 3 FT DEEP TRENCH FROM METER TO TRANSFORMER OR POLE



UNDERGROUND SERVICE (PAGE 2 OF 2)



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DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE

- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND TAPED TOGETHER WHEN INSTALLING FOR PADMOUNT TRANSFORMER AND/OR PULL BOXES
- CONTACT SHELBY ENERGY TO SCHEDULE ASSISTANCE IN RUNNING CONDUIT INTO EXISTING TRANSFORMER OR PEDESTAL

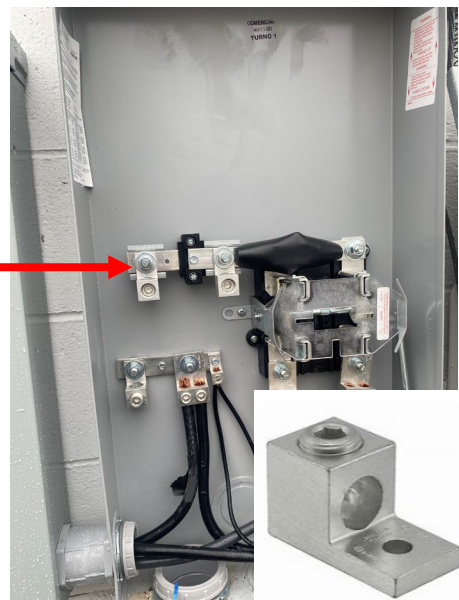


- CONDUITS TO BE TURNED UP MIN 1 FT ABOVE GRADE AND AGAINST EXISTING POLE USING CONDUIT STRAP
- IF NO POLE IS EXISTING, TURN CONDUIT UP 1 FT ABOVE GRADE AND AGAINST STAKE
- **LEAVE 3 STICKS OF 10 FT 2-1/2" SCHED 80 PVC CONDUIT FOR SHELBY ENERGY TO USE UP POLE**



400 AMP SERVICES

- ALL CONDUIT TO BE 3"
- 400 AMP SERVICES REQUIRE LUGS TO ACCOMMODATE 350KCMIL ALUMINUM CONDUCTOR




Know what's below.
Call before you dig.

METER POLE



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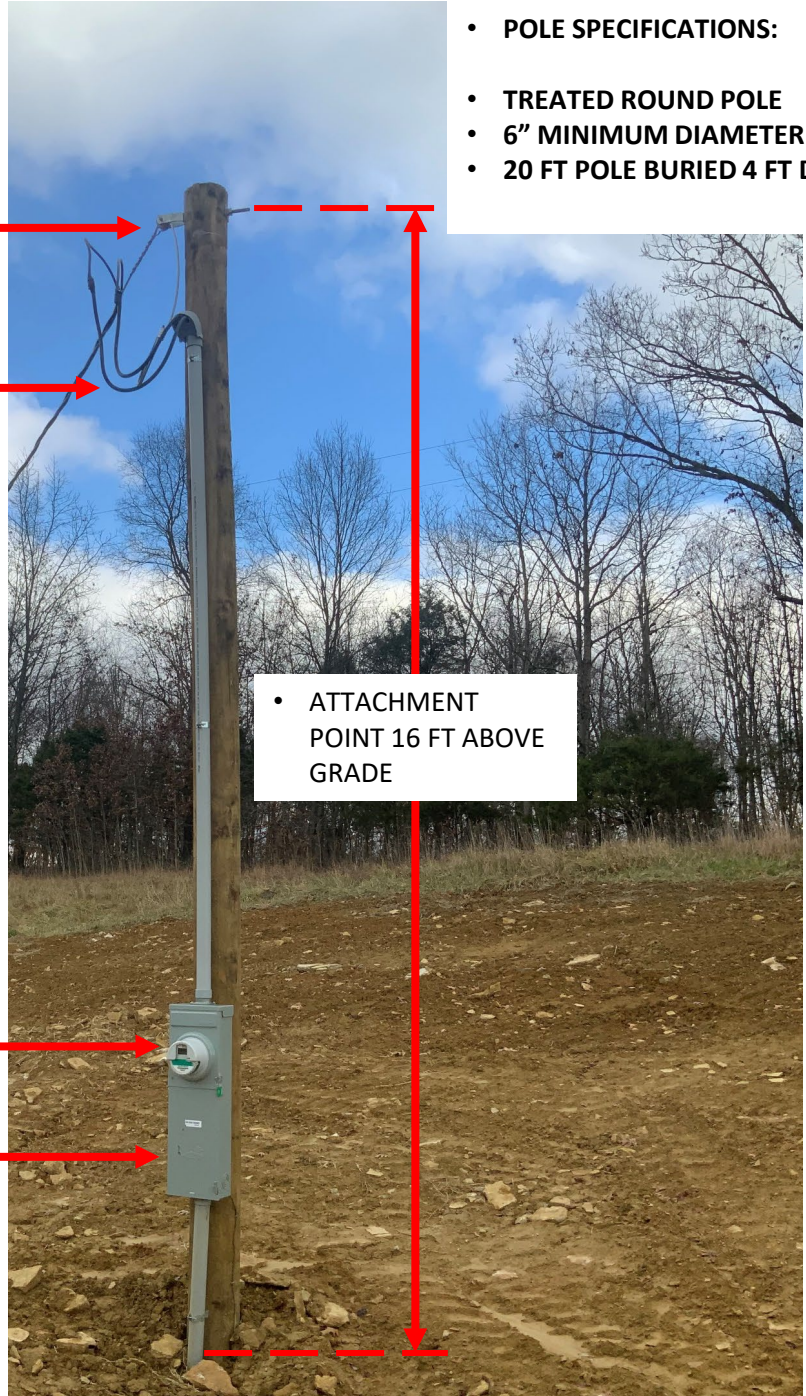
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- 1/2" EYE BOLT FOR ATTACHMENT POINT
- 18" OF WIRE EXTENDED FROM WEATHERHEAD

- POLE SPECIFICATIONS:
- TREATED ROUND POLE
- 6" MINIMUM DIAMETER
- 20 FT POLE BURIED 4 FT DEEP

- ATTACHMENT POINT 16 FT ABOVE GRADE

- METER BASE MOUNTED 5 – 6 FT ABOVE GRADE
- DISCONNECT




METER PEDESTAL

DITCH INSPECTIONS OR ACCESSING INSIDE TRANSFORMER REQUIRE 24 HOUR NOTICE: CALL DISPATCH @ 502-633-0363 TO SCHEDULE



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- THIS PAGE SHOWS OPTIONS AVAILABLE FOR METER PEDESTALS
 1. 1-5/8" UNISTRUT STAND
 2. PLYWOOD OR "WALL" MOUNTED TO 4X4 POSTS – ALL TREATED
 3. TWO TREATED 6X6 POSTS BOLTED TOGETHER
- METER MUST HAVE MINIMUM OF 100A DISCONNECT
- REFERENCE "UNDERGROUND SERVICE" PAGE FOR ALL OTHER REQUIREMENTS INCLUDING:
 - METER BASE HEIGHT
 - EXPANSION COUPLING
 - CONDUIT CLAMP
 - CONDUIT SIZE AND SCHEDULE
 - PULL STRING
 - NOTE CONDUIT AND METER BASE LUG SIZE FOR 400AMP SERVICES AND ABOVE

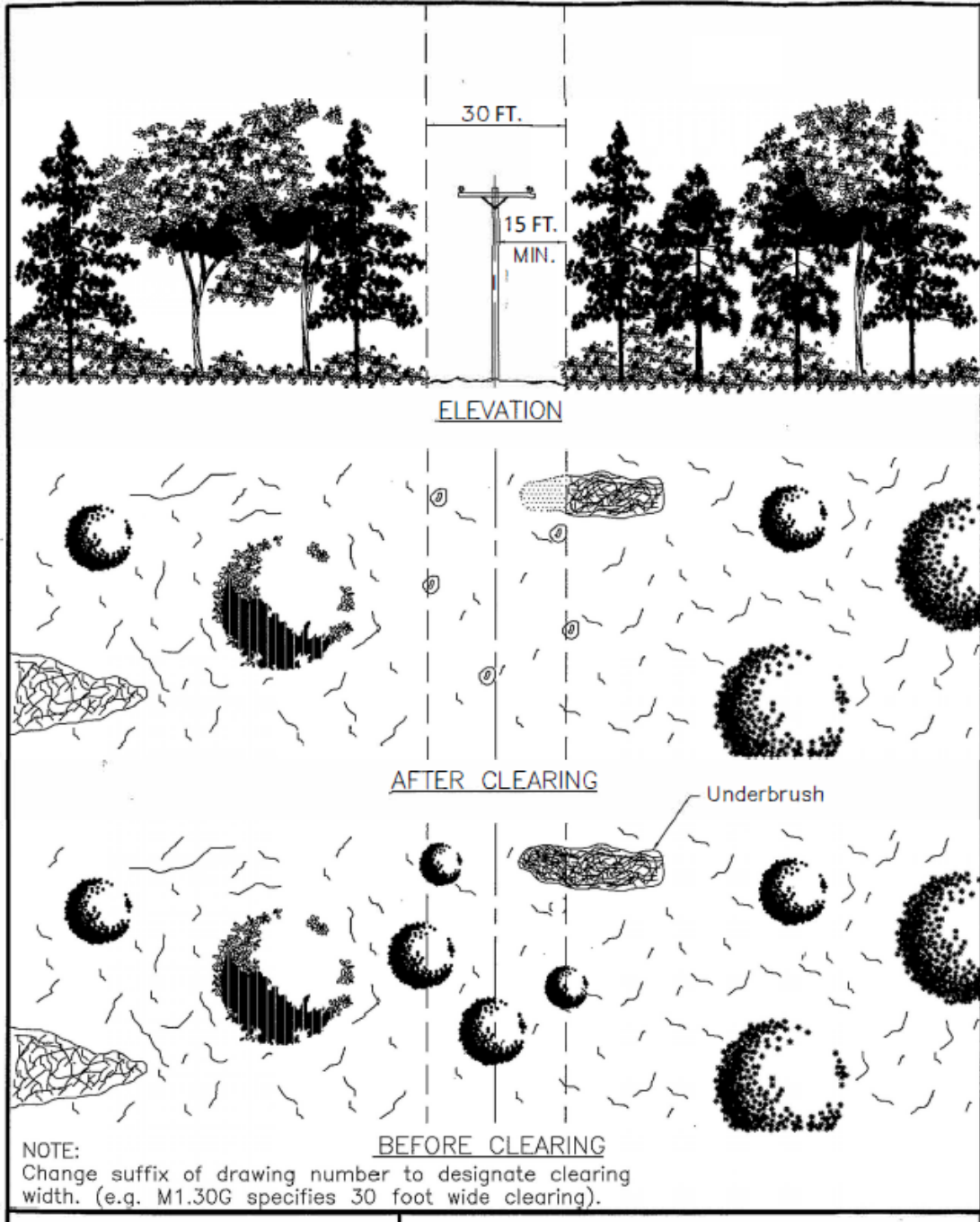


RIGHT-OF-WAY CLEARING (PAGE 1 OF 2)



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- TREES AND BRUSH SHALL BE WINDROWED AND COMPLETELY CLEAR OF 30 FT ROW PATH
- CALL AND NOTIFY DISPATCH @ 502-633-0363 ONCE ROW CLEARING IS COMPLETE

RIGHT-OF-WAY CLEARING GUIDE



RIGHT-OF-WAY CLEARING SPECIFICATIONS

The right-of-way shall be prepared by removing trees, clearing underbrush, and trimming trees so that the right-of-way is cleared close to the ground and to the width specified. However, low growing shrubs, which will not interfere with the operation or maintenance of the line, shall be left undisturbed if so directed by the owner. Slash may be chipped and blown on the right-of-way if so specified.


The landowner's written permission shall be received prior to cutting trees outside of the right-of-way. Trees fronting each side of the right-of-way shall be trimmed symmetrically unless otherwise specified. Dead trees beyond the right-of-way which would strike the line in falling shall be removed. Leaning trees beyond the right-of-way which would strike the line in falling and which would require topping if not removed, shall either be removed or topped, except that shade, fruit, or ornamental trees shall be trimmed and not removed, unless otherwise authorized.

- **TREES AND BRUSH SHALL BE WINDROWED AND COMPLETELY CLEAR OF 30 FT ROW PATH**
- **CALL AND NOTIFY DISPATCH @ 502-633-0363 ONCE ROW CLEARING IS COMPLETE**

SERVICE REQUEST SUMMARY



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Per Section 32; Section 1; Paragraphs A-C of Shelby Energy Cooperative’s Rules and Regulations

Approval shall be obtained from the Cooperative as to the proper location for a service entrance. Service entrances will be located on the exterior of the building nearest to the Cooperative's lines. For members desiring service entrances on any building at a location other than that closest to the Cooperative's lines, the additional estimated cost of such special construction as may be found necessary shall be borne by the member, and such cost shall be paid in advance before service can be connected.

Service entrances, both overhead and underground, shall be installed in accordance with applicable codes, and the Cooperative shall not connect until the required certificate of compliance has been issued by the re-quired certified electrical inspector. In event of an emergency, a temporary waiver may be issued by the Cooperative to allow connection pending completion of electrical inspection.

The undersigned, _____, has met with a Cooperative representative, _____, concerning work to be completed on their property. The attached sketch depicts all agreed upon locations. Member or member representative must call Dispatch to set up all ditch inspections and again when ready for permanent service.

Member Signature Date


Shelby Energy Representative Date



SERVICE REQUEST SUMMARY



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ROUGH SKETCH OF WHERE METER BASE SHOULD BE LOCATED ON STRUCTURE

