

**STEPS FOR UNDERGROUND/OVERHEAD SERVICE INSTALLATION AND HOOK-UP**

**Complete the following steps in the order listed below:**

1. Builder must fill out the Load Data Sheet, page 2 below, and return it to Salem City Power. We use the sheet to document inspections and size the service wire/conduit. We will not perform the required trench inspections without a Load Data Sheet. The builder and Salem City Power will meet to determine if the service will be underground or overhead.
2. Do not begin work on the service installation before receiving the service standards and design specs from Salem City Power. Any work done that does not meet the Salem City Power design is at risk of having to be re-done at the cost of the builder/customer. Typical commercial service is shown in standard drawings 1.3 and 1.5.
3. The building site requiring service must have its address marked and visible from the street.
4. For underground service--Dig a trench (36" minimum depth) between the power source and meter equipment. Locate the conduit stub-out at the power source.  
For overhead service—Skip to step 8.
5. Install the conduit specified by Salem City Power (4" minimum for 3 phase service) to the power source, connect to existing conduit. The meter riser must be rigid or IMC and strapped to the foundation. Call Salem City (24 hours in advance) at 801-423-2770 to schedule a required inspection of the trench and conduit prior to backfilling.
6. After you have passed the conduit and trench inspection, cover the conduit with 12" of sand or pea gravel (to prevent the possibility of the conduit being damaged by backfilling with local soil). Approximately 1 foot directly above conduit, place red plastic electrical warning tape--3" wide over service, 6" wide over primary-- that reads, "Caution—Buried Electric Cable Below". Leave a tail of warning tape sticking out of the ground at the meter riser and power source. Backfill the trench to final grade.
7. Salem City will stick a U.G. Service Inspection Verification label to the inside of the meter base upon completion and inspection of the trench and conduit.
8. Contact Salem City for a power to panel inspection. When you pass the power to panel inspection . . .
9. At this point, you MUST have passed the Salem City power to panel inspection.  
For underground service— The customer will provide the wire for underground service. The customer will call Salem City (24 hours in advance) at 801-423-2770 to schedule a "Wire Pull". A Salem City Power crew will return to the building site and assist with pulling the wire in the conduit, making the connections at the meter base and source, and set the meter.  
  
For overhead service--The builder/customer will provide the wire from the weatherhead to the meter. Salem City Power will provide the wire for the overhead service from the source to the weatherhead, make connections and set the meter.



**LOAD DATA SHEET**  
**COMMERCIAL STRUCTURE**  
Underground/Overhead Electric Service Feed

**Architect/Engineer/Builder/Contractor:**

Please submit this form for each commercial structure to be served by Salem City Power by means of an underground or overhead service wire. Using the NEC code to size the service wire is acceptable. However, Salem City can potentially use the information submitted on this sheet to de-rate the wire size upon request. Also, this form is necessary for Salem City to track the required inspections. **Salem City will NOT perform any inspections without this form.** Submit the form by uploading with your building permit documents in the permit portal. By signing this document, you are hereby acknowledging that the information provided is accurate and that you take responsibility for this information up to and including financial cost for the replacement of Salem City equipment due to any inaccuracies contained herein.

**Contractor Contact Information:**

Contractor/consultant name \_\_\_\_\_  
 Contact person \_\_\_\_\_ Day phone # \_\_\_\_\_  
 Cell phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Best contact time  a.m.  p.m.  
 E-mail address: \_\_\_\_\_

**Customer (Owner) Contact Information** *Complete this section if owner and contractor are separate individuals*

Name \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 Day phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_ Best contact time  a.m.  p.m.  
 E-mail address: \_\_\_\_\_

**Service Information** *This section is required*

New service address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 New service address coordinates (if applicable) \_\_\_\_\_

Subdivision name \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_  
 If known, nearest pole or padmount # (pole/equipment tag, 10 or 12 digits) \_\_\_\_\_

Service panel size: \_\_\_\_\_ amps                      Size of building: \_\_\_\_\_ total sq. ft.

Load List			
Type	Description	Added Load	Units
HVAC/Refrigeration Equip.			Tons
Largest Motor (code: _____)			HP
Fans/small motors/pumps/compressors			HP
Electric Heating (space/water)			kW
Equipment with large power requirement			kW

Distance between service hookup (power source) and meter equipment: \_\_\_\_\_ ft.

Special conditions and/or requests \_\_\_\_\_



SALEM CITY POWER  
COMMERCIAL ELECTRIC POWER SERVICE REQUEST

Main source of heat:  gas  propane  electric      If electric:  heat pump (\_\_\_ tons)  furnace  
If air conditioning:  evaporative cooler  central air (\_\_\_ tons)  heat pump (\_\_\_ tons)  other

Would you like Salem City Electrical Department to determine the size of the underground service wire?

Yes  No

Expected building completion date (mm/dd/yyyy) \_\_\_\_\_

It is important to provide the most accurate information available as it is used to design the facilities to serve your requested load. You may want to consult a licensed electrician or engineer prior to providing the information. Changes to load after submitting this information may delay design and potentially impact cost.

Please sign and date this form

\_\_\_\_\_  
Applicant or representative signature

\_\_\_\_\_  
Date

**Please upload with your building permit documents in the permit portal. Call the Building Department (801-423-2770 ext. 205) with any questions.**

