

## Site Ready Checklist

**Verify and check off when complete - All items need to be complete before scheduling Santee Cooper construction**

- Meter Base is a Santee Cooper-approved meter base and labeled correctly
  - 320A service - **Disconnect installed only on right-hand side of meter base**
- Meter Base Ground Rod installed to Santee Cooper Specification
  - Copper ground lead in PVC conduit from meter base to below grade
- Conduit stub down compatible w/ Santee Cooper Conduit Standards (2", 3", etc.), installed to 24" below final grade, and securely strapped to structure
  - Conduit stub down must extend beyond foundation (footer conflicts)
    - No more than 2-45° elbows allowed to get to 24" below final grade
    - If foundation conflict requires more than 2-45° elbows to get below grade, then foundation **needs to be notched out** by customer before Santee Cooper schedules construction
- 90° Long Sweep Conduit Elbow available on-site at meter base (unglued)
  - If Elbow installed, **do not glue** in place - may need adjustment
- Notify Santee Cooper Area Engineering as soon as meter base is mounted on structure to allow sufficient time for electrical design
  - Date Santee Cooper notified that meter base was installed \_\_\_\_\_
- Completed RSEAA Application turned in to Santee Cooper Engineering or Retail Office
- Meter Base installed on utility source side of house** (contact Santee Cooper Area Engineering if there are any questions)
- Are Customer-Owned Facilities Installed?  Yes  No  N/A
  - If yes, has customer completed the Santee Cooper Customer Owned Underground Facilities Location Agreement (COUFLA) Form?  Yes  No
- Are other utilities' facilities installed?  Yes  No  N/A
  - Water, Sewer, Drainage, etc.?  Yes  No
  - Other installed utilities clearly located and marked ?  Yes  No
- Site at Final Grade  Yes  No - If not,  Adding fill? \_\_\_\_\_ or  Removing? \_\_\_\_\_
  - All grading changes must be discussed between customer and Santee Cooper before electrical design can be completed
  - Elevation adjustments to Santee Cooper facilities after installation because of grade issues will be made at customer's expense
- Proposed trench path clear
  - Trench path wide enough for safe operation of mini excavator (15' minimum for working space)
  - No conflict w/ structures or other Impediments
  - No building materials, Porta-Johns, dumpsters, etc. in trench path
  - Customer aware that they should not pave driveways, sidewalks, patios, etc. if in conflict with proposed Santee Cooper trench path
  - Trench path must remain clear until service installation is completed
- No landscaping installed in trench path or in proximity to transformers, secondary pedestals, etc.**
  - Customer is informed to remove conflicting landscaping or it could be damaged. Santee Cooper will not be responsible for damage and may result in delays to construction
- Notify Santee Cooper Area Engineering that site is ready for construction when all items are checked off and completed
  - Date Santee Cooper notified that site is ready for electrical installation \_\_\_\_\_



# RESIDENTIAL SERVICE EXTENSION APPLICATION AGREEMENT (RSEAA)

Application Date:  Home Builder:

Customer Need By Date:  Phone:

**(Please provide 2 to 3 weeks advance notice of when underground service installation is needed.)** E-mail:

Project Site Ready Date:  Electrician:

Structure Type:  Single Family Phone:

Multi-Family - # Units:  E-mail:

Square Footage / Heat Pump Size:   E-mail:

Subdivision Name:  Lot#

Address:

This RSEAA will set forth the specific requirements, responsibilities, and rights of the Customer and Santee Cooper in response to the Customer's request that Santee Cooper install an electric service.

- Each individual residence will be supplied a single-phase, three-wire service at a nominal voltage of 120/240 Volts, 60 Hertz.
- The Customer is responsible for furnishing and installing the service conductors from the meter socket to the residence.
- The Customer is responsible for his or her contractor's damages to Santee Cooper facilities. Any damage to Santee Cooper's facilities will be repaired or replaced at the customer's expense.
- Revenue Credits for service extensions are available for all-electric space conditioning, all-electric water heating, all-electric clothes dryers, and all-electric cooking. Please select the appliances that are all-electric. These revenue credits are valid for residential services less than 100 feet in length from the power source. The meter must be on the utility source side of the home.
- The Customer is responsible for locating and notifying Santee Cooper of customer-owned underground facilities.** Santee Cooper will not be liable for any damage to such facilities or obstructions. However, it is understood that Santee Cooper will install its facilities in a safe and workmanlike manner in accordance with recognized engineering practices for such installations.

Please contact your local Retail Office and request the Engineer/ Associate for your area. Be advised that under Santee Cooper's residential electric line extension policy, a charge for the electric service extension will be assessed and shall be due to Santee Cooper in advance of construction, unless you have all electric facilities.

Select Your Retail Office:

**Applicable Revenue Credits:** Issuance of revenue credits for declared appliances may require that the property be available for inspection upon request.

- Select Meter Base type:
- 200A - All Electric     200A - Select Electric Items
- 320A - All Electric     320A - Select Electric Items

<b>320A - All Electric</b> Fee for typical service (up to 100' from source) = <input type="text"/> Estimated fee due prior to construction for all electric = <input type="text"/> Customer Phone #: <input type="text"/> Print Name: <input type="text"/> Customer Signature: _____	Service Length <input type="text"/> Fee for service > 100' <input type="text"/> <b>Total fee due prior to construction =</b> <input type="text"/> Additional non-standard costs + <input type="text"/> Total = <input type="text"/>
	<p align="center"><b>For Santee Cooper Use Only</b></p> Customer payment required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date CIAC Processed: _____ Processed By: _____ Comments: _____ _____ _____ Premise #: _____ Work Request #: _____ Meter #: _____ ACCEPTED BY: Santee Cooper Print Name: _____ Date: _____

**Note 1: All items need to be completed before notifying Santee Cooper that the site is ready for construction. If the site is not ready when Santee Cooper installation crew arrives, substantial delays in construction completion could result as well as possible remobilization expenses.**

**Note 2: SC811 requires a 3-day notification to locate underground facilities before any digging can commence. South Carolina State Law requires that excavators give 3 full working days' notice (not including the day of the call) excluding weekends and holidays, for underground facility locators to mark the area.**

**Note 3: Santee Cooper construction is scheduled by the service area Construction Maintenance Planners. Area Engineering does not schedule construction.**

**Online Available Customer References :**

**Meter Installation Specifications Handbook**

<https://www.santeecooper.com/pdfs/business/technical-data/handbook.pdf>

**Meter Specification Supplemental**

<https://www.santeecooper.com/pdfs/business/technical-data/meter-spec-supplement-031609.pdf>

**Padmount and Subsurface Equipment**

<https://www.santeecooper.com/pdfs/business/technical-data/padmount-and-subsurface-equipment.pdf>

**Santee Cooper Service Areas:**

- Myrtle Beach - (843) 448-2411
- Berkeley - (843) 761-8000