

City of Berea Municipal Utilities
Electric Operations Division
200 Harrison Road



OVERHEAD ELECTRIC SERVICE CHECKLIST

Dear Berea Municipal Utilities Resident/Contractor/Electrician,

The objective of this informational checklist is to help complete your project in a smooth and efficient manner.

ATTENTION: Only qualified City of Berea Municipal Utilities (BMU) electric personnel shall enter vaults and boxes, connect, disconnect or reconnect electric services, and/or remove/install electric meters. Non compliance with BMU requirements will result in disruption of electric service pending corrective action.

- ☐ Obtain all necessary permits

Berea City Hall Codes Enforcement, 2nd Floor 859-986-8528, online applications at www.bereaky.gov
Madison County Planning & Development, 321 N. Madison Ave., Richmond, 859-624-4780

- ☐ **CONTACT BMU OPERATIONS SECRETARY FOR THE FOLLOWING:**

- ☐
- Signing of Building Permit Application, pay **all** applicable fees and deposits, set up accounts.
 - **All** temporary and permanent new electric construction or upgrade requests, on-site coordination and inspections.
 - **BEFORE YOU DIG!** Call BMU Operations Department (859-986-4391, ext 2425) at least **TWO WORKING DAYS IN ADVANCE** for utility service locates.
- ☐
- Meter Base to be mounted at a height no higher than 6' center.
 - Clearance of 24" minimum on each side of meter base.
 - Meter Base cannot be installed within 36" of Gas Meter.
 - Risers must be a minimum of 2 ½" Ridged Conduit.
 - Risers over 36" above roof must be anchored to roof with tie cables.
 - Service line attachment must be at least 12' above ground level over yards, 18' over driveways.
 - Service line cannot cross over windows or doorways.

- ☐ Final inspection by Codes Enforcement/Building inspector

*****The above checklist must be completed before the Operations Dept. will authorize service connection. *****

Phone List:

- . BMU Operations Secretary (New construction/upgrade services) (859) 986 4391, ext. 2425
- . BMU Customer Service (To Pay Deposit/Billing) (859) 986-4391, ext. 2421
- . City Codes Enforcement/Building Department (859) 986 8528, ext. 2127
- . Madison County Codes Enforcement/Building (859) 624 4780

Please remember the customer shall insure projects conform to Berea Municipal Utilities Electric, local codes and National Electrical Code requirements.