

City of Berea Municipal Utilities
Electric Operations Division
200 Harrison Road



UNDERGROUND 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.
- Schedule trench inspections with BMU Operations as follows:
 - ✓ Correct placement of service with respect to clearances and other utilities
 - ✓ **Pull String** required for the entire length of conduit on pulls greater than 100'.
 - ✓ **Conduit** – For 200 Amp, 2 ½" Schedule 40, PVC, Electrical Grade, Grey, Min. 30" depth
For all 320-up Amp installations, 3" Schedule 40, PVC, Elect. Grade, Grey, Min. 30" depth.
 - ✓ Schedule **80** PVC conduits **required** @ service entrance 90° bends and **exposed** conduit to bottom of meter base and at the power supply.
 - ✓ **Conduit Bends** *Maximum of 2 -90° bends permitted* between service entrance & power supply source unless pre-approved by BMU.
 - ✓ Rigid 90° bends may be required in trenches in excess of 150' @ the service entrance and power supply source. This determination will be made by BMU personnel during the site visit.
 - ✓ **Trenches** greater than 150' require pre-excavation site visit by BMU to determine best route/placement of conduit.
 - **On-site trench inspections are required for all trenches - before backfilling.**
Before approval is given the following must be installed:
 - ✓ **Ground Rods & Ground:** Two (*UL listed 5/8" or 1/2" x 8'*) *ground rods* and ground connections approved prior to backfilling (**YELLOW Approval Sticker**)
 - ✓ **Builder shall** stub out 90° bend at pole with 4" spacing between pole and conduit. BMU will supply conduit running up the pole at time of connection.
 - ✓ Most underground power supplies will have a 90° bend and 10' joint of conduit in direction of lot. BMU personnel are **required** to assist customer in turning 90° bend into the underground pad mount transformer.

- ☐ Final inspection by Codes Enforcement/Building inspector

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

Phone List:

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|--|---------------------------|
| • 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.