



## New Commercial Service Request-Job Process

HILCO Electric Cooperative, Inc. thanks you for the opportunity to be your electric provider. We are committed in providing you the best electric service promptly and economically. To provide you with the best electric service possible, HILCO requires the following information prior to design, field staking and construction:

### **I. DESIGN:**

- Completed Load Requirement Form.
- Site plans and electric designs (HILCO requires these to be sent electronically).

Notes: This information needs to be sent as soon as possible due to demand on some equipment and/or material. Some special equipment can have delays from 4 to 14 months. Due to the size of some electric loads, HILCO may need to possibly increase substation capacity; as well as, increasing electrical distribution facilities. Upon receiving all required design information, HILCO will provide an estimated cost for your facilities.

### **II. STAKING:**

- Cooperative approved right-of-way easements.
- Survey points for grades, lot corners, and other locations necessary for installation of the electric system and transformer location.
- HILCO will need to know if flat work will interfere with HILCO overhead or underground facilities. HILCO will need to install its facilities before flat work is started.
- Location of all Member-owned underground facilities on project site.

### **III. CONSTRUCTION:**

When staking is completed, you will be notified to approve the staking design. All of the Member construction costs must be paid before the job can be scheduled for construction. All easements and right-of-way will need to be allotted and cleared before construction can begin.

Notes: Any costs associated with changes that are made by the Member or its contractors to the electric utility design after the approval of the final design is received will be assumed by the Member.

Any changes in the surface grade, after HILCO has installed overhead or underground facilities, will result in the Member paying additional costs to re-install its facilities to the required depth.



## HILCO Electric Cooperative, Inc. Commercial Load Requirement Form

**PROJECT (ELECTRICAL WORK SITE)**

Project/Member Name: _____			
Service Address: _____	City: _____	State: _____	Zip Code: _____
Telephone: _____	Mobile: _____	Fax: _____	

**ELECTRICIAN**

Name/Company: _____		
Telephone: _____	Mobile: _____	Fax: _____
Email Address: _____		

**SERVICE REQUESTED**

Voltage:	<u>Single Phase</u>	<u>Three Phase</u>
	<input type="checkbox"/> 120 / 240 3W	<input type="checkbox"/> 120 / 208 4W
	<input type="checkbox"/> 320 Amp Base (see notes 1 & 7)	<input type="checkbox"/> 120 / 240 4W
	<input type="checkbox"/> CT on Pole (see notes 1, 2, 3, & 4)	<input type="checkbox"/> 277 / 480 4W
	<input type="checkbox"/> Overhead Service	<input type="checkbox"/> Transocket (see notes 1, 2, 6, & 7)
	<input type="checkbox"/> 100 Amp Base (see notes 1 & 7)	<input type="checkbox"/> CT on Pad mount Transformer (see notes 1, 2, 3, & 5)
	<input type="checkbox"/> 200 Amp Base (see note 1 & 7)	<input type="checkbox"/> Underground Service
Entrance Conductors: _____ Size _____ Type _____ Number of Conductors _____		
Service Type: _____		
Service rated above 320 Amps (see note 2): _____ Secondary Size (see note 3) _____ Neutral Size (see note 3)		
_____ Conduit Size (see note 3) _____ # of elbows (see notes 4 & 5)		
<b>Notes:</b>		
1) All service equipment disconnecting means shall be installed with in a distance of 8 circuit feet from service entrance.		
2) All services rated above a 320 amp meter base will be required to have an outside main disconnect.		
3) If the service is CT'd on pole or pad mount transformer, then customer will install secondary service wire and conduit.		
4) If service is CT'd on pole, then customer will install 90 degree long sweeping elbows at pole.		
5) If service is CT'd on pad mount transformer, then HILCO will install 90 degree long sweeping elbows and pour pad for the transformer.		
6) A transocket can be used if there will be multiple tenants or refer to the attached sheet for main disconnect and multiple meter installation example.		
7) HILCO will install secondary wire and conduit for all services rated at 320 amps or less and all transocket installations.		



**HILCO Electric Cooperative, Inc.  
Commercial Load Requirement Form**

**LOAD DATA**

Total Square Footage \_\_\_\_\_

Square Footage with HVAC \_\_\_\_\_ (square footage that is heated and cooled)

Heat  Electric \_\_\_\_\_ kW or \_\_\_\_\_ Tons  Gas/Propane

Water Heater  Electric \_\_\_\_\_ kW  Gas/Propane

Tankless Water Heater  Electric \_\_\_\_\_ kW  Gas/Propane

Air Conditioning \_\_\_\_\_ kW or \_\_\_\_\_ Tons

Lighting Load \_\_\_\_\_ kW

General/Misc. \_\_\_\_\_ kW

Hours of Operation \_\_\_\_\_

Number of Employees \_\_\_\_\_

Number of machines running simultaneously \_\_\_\_\_ HP

Motor Information: \_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP  
\_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP  
\_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP \_\_\_\_\_ HP

Comments: \_\_\_\_\_  
\_\_\_\_\_

Note: Motors rated at 50 HP and larger are required to have reduced voltage starters.

All information must be completed. Any costs associated with changes made by the Member or its contractor after the approval of the design is received will be assumed by the Member.

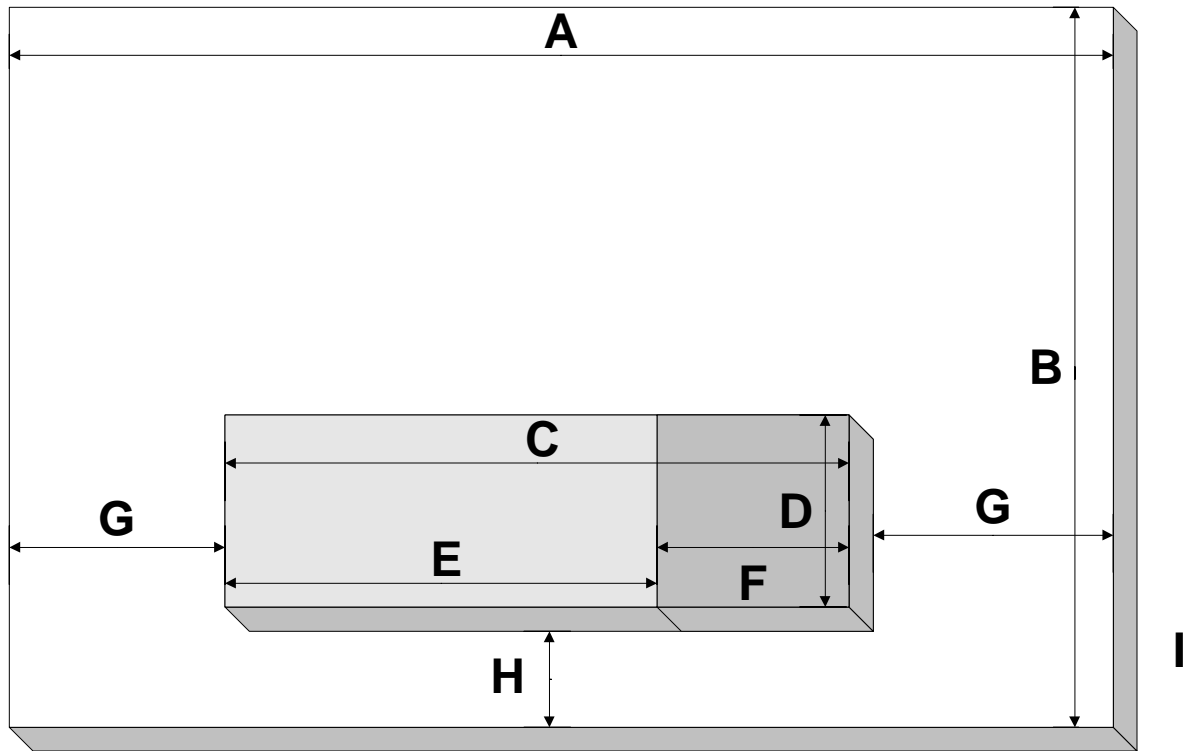
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Multiple Meter Installation Example



# TRANSFORMER PAD DIMENSIONS



<b><u>KVA</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>	<b><u>D</u></b>	<b><u>E</u></b>	<b><u>F</u></b>	<b><u>G</u></b>	<b><u>H</u></b>	<b><u>I</u></b>
75	88"	70"	62"	17"	39"	23"	13"	10"	4"
112.5	88"	70"	62"	17"	39"	23"	13"	10"	4"
150	88"	70"	62"	17"	39"	23"	13"	10"	4"
300	92"	70"	66"	17"	39"	25"	13"	10"	6"
500	92"	70"	66"	17"	39"	25"	13"	10"	6"
750	92"	80"	68"	17"	40"	28"	12"	10"	8"
1000	92"	80"	68"	17"	40"	28"	12"	10"	8"
1500	99"	100"	69"	21"	40"	29"	15"	15"	10"