ELECTRIC SERVICE CHANGES

Scheduling is the key to a quick service change out. The Orem City Building Safety Division will work with you to expedite the changeover in one day, but it is necessary for the customer to arrange the scheduling for:

1) **Disconnect** by Rocky Mountain Power

2) **Inspection** by the City of Orem Building Department.

3) **Reconnect** by Rocky Mountain Power.

Utah Power and Light will not reconnect service meters without clearance from the Building Safety Division.

The following steps should be planned and arranged at least 48 hrs in advance.

1) **Have all supplies** for the change out.
   a) If converting to **underground service from overhead**:
      i) Dig trench
      ii) Have conduit in trench with risers at the Rocky Mountain Power service location and new house meter location.

2) Call **Rocky Mtn Power at 1-888-221-7070**, at least 48 hrs in advance, and schedule an early morning disconnect.

3) Call the **City of Orem at 229-7060**, between 8 a.m.-5 p.m., at least 24 hrs in advance, and schedule a meter change inspection **for as early as possible for the next day**.

4) **Install new meter**. (See partial list of items inspector will check.)

5) **Call Rocky Mtn Power** for reconnect after inspector passes new panel and calls to release panel for service.

**METER PANEL INSPECTION**

1) Make sure panel is secured in its location.

2) Assure service feeders are in and connected to meter base lugs, and protected with an anti-oxidation compound.

3) All disconnect breakers are installed and connected to branch circuits or sub-panel service feeders.
All breakers are to be listed for use in the panel.

4) All circuits are connected to the breakers, ground bar, and neutral bar.

5) All bonding and grounding connections are installed.

6) The breaker panel face is ready to be reinstalled after inspection, and the breakers are labeled, with a permanent marker or pen, for the areas they serve. (Kitchen outlets, bedroom lighting, furnace, etc.)

**Example** (Once permit has been issued)

1) On December 1st Mr Jones has his supplies or has hired a licensed electrician to do his change out on December 3rd. He calls Rocky Mtn Power and requests the meter disconnect for 7 a.m. on the 3rd.

2) On December 2nd he calls the City of Orem Building Safety Division and schedules an inspection for 10:00 a.m. on December 3rd, allowing about 3 hours to do the work.

3) On December 3rd the inspector performs the inspection and notes a few items that need correction, which can be completed by about 3 p.m., Mr. Jones makes arrangements for the inspector to return at that time.

4) The inspector returns and finds the items corrected. He signs the inspection card and calls the office to release the meter for reconnect by UP&L.

5) Mr Jones calls Rocky Mtn Power at 4:00 p.m. for reconnect.