



**City of Orem**  
Development Services  
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Building Safety Division  
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## **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 1<sup>st</sup> Mr Jones **has his supplies** or has **hired a licensed electrician** to do his change out on December 3<sup>rd</sup>. He **calls Rocky Mtn Power** and requests the meter disconnect for 7 a.m. on the 3<sup>rd</sup>.
- 2) On December 2<sup>nd</sup> he **calls the City of Orem Building Safety Division** and schedules an inspection for 10:00 a.m. on December 3<sup>rd</sup>, allowing about 3 hours to do the work.
- 3) On December 3<sup>rd</sup> 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.