



**UPDATED:** September 1, 2015, **May 9, 2016**

To: All General Contractors/Builders of Residential Homes

From: City of Geneva Electric Utility

Re: General Requirements of Electrical Services

Effective immediately, the following policies are in effect regarding underground electric services:

1. All underground services shall be installed in 3" Schedule 40 grey PVC.
2. The service entrance shall be positioned at the corner of the residence/structure that is nearest the pedestal. If the pedestals are in the rear of the house, the rear side corner shall be used. If the pedestals are in the front yard, the front, side corner shall be used. The Electric Utility shall be contacted to verify all pedestal locations. If you do not verify and/or it is in the wrong location, you will be required to relocate before service will be connected. For locations where there is an existing meter socket in use on the house, contact the utility for a meeting to determine the location of the new meter socket.
3. On occasion, there may be a situation where more than one pedestal is available which meets the above stated criterion. When this situation presents itself, the City of Geneva Electric Utility must be contacted prior to the installation of the service entrance. City staff will make the determination as to which of the pedestals shall be utilized. If you do not contact the Electric Utility and choose the wrong pedestal, you will be required to relocate your service entrance before service will be connected.
4. If the location of the service entrance is not within five feet of the panel, an external disconnect must be installed with conduit run to the desired panel location.
5. New service entrances shall not be located within a deck. Existing meter sockets that have a deck, patio or other hard surface around them, must provide a clear 36" x 36" area around the meter to allow for access to the meter socket.

Prior to calling the City to trench an electric service, the following conditions must be met.

1. Service entrance must be mounted on foundation.
2. Foundation must be backfilled to ground line mark on service entrance.
3. A clear trenching path from pedestal to service entrance with grade within 6" of final grade is required. This includes scaffolding, lumber, bricks, etc. removed from area of work.
4. A driven 10' copper clad ground rod must be installed with ground wire connected to service entrance.
5. The interior panel must be covered/protected from weather. This may be done by securing weatherproof box or plastic around panel or by having decking installed.
6. The sump line must be located if it interferes with clear trenching path. Sump lines not located by builder will be repaired by the builder at his own expense.
7. Service must pass an electrical inspection with the Building Department prior to be energized by the Utility.
8. If a builder elects to trench in the service, the following steps shall be taken:
  - a. Schedule an inspection with Jennifer Hilkemann at 630-232-1503 at least 48 hours in advance of digging.
  - b. Set an inspection time the day of digging between 8:00 a.m. – 2:30 pm.
  - c. Dig a trench 30" deep
  - d. Install Schedule 40, 3" PVC from pedestal to meter socket with 90s on each end into those devices.
  - e. Have the service inspected by the City
  - f. Backfill
  - g. Pull wire (if not having City do this part)
  - h. Label wires in the pedestal.
  - i. Terminate the end at the meter socket with frost loops.
  - j. Have electric inspection with the Building Department.
  - k. Contact the City that service is backfilled and ready to be energized. Provide builder name, lot number and address.

cc: Building Department