



1-888-440-3311
P.O. Box 1937, Hughesville, MD 20637
www.smeco.coop

People. Power. Progress.

ELECTRIC SERVICE REQUEST INFORMATION REQUIREMENTS

NEW SERVICE

Please provide the following information so that SMECO can design a new service:

Electric Service Request Form: Fully complete all pages of this document **for each meter requested**. Your request will not be started until this information is received.

Site Drawings: One set of County-approved plans, which include the following: electrical, architectural, site plan, grading plan, storm water management, landscaping, topography, water, sewer, gas or other utilities (including utility profile drawing). Please submit an AutoCAD file to expedite the design process. A requested meter and transformer location can be shown. All equipment locations are subject to SMECO approval.

Riser Diagram: Profile drawing(s) showing the layout and dimension of proposed service equipment. This diagram is to include all panel, CT cabinet, junction box, trough, transfer switch, and other service equipment details and **must be approved by SMECO** prior to installation.

Manufacturer Info: Manufacturer catalog cut sheets and/or drawings (including part numbers, ratings, dimensions, etc.) are required to be submitted for SMECO approval for any of the following if being used: meter stacks, switchgear, generator automatic transfer switches. Note: All automatic transfer switches shall be of the open-transition (break before make) design. This must be indicated on the information provided. If electronic starting or other significant harmonic producing equipment is to be installed, a harmonic profile of the load at each harmonic up to the 50th multiple is required. Equipment must meet IEEE 519 standard for harmonic generation.

SERVICE MODIFICATION OR UPGRADE

Please provide the following information for an existing service:

Site Drawings: One (1) set of drawings which reflect any remodeling to be performed (if applicable). Please submit an AutoCAD file electronically to expedite the design process.

Riser Diagram: See above description. Both the existing and new service arrangements shall be shown.

Manufacturer Info: See above description.

WHERE TO SEND INFORMATION

**SMECO – ATTN: ENGINEERING & OPERATIONS – DISTRIBUTION ENGINEERING/SYSTEM ENGINEERING
14950 COOPERATIVE PLACE, PO BOX 1937, HUGHESVILLE, MD 20637-1937**

Note: Designs must be approved by SMECO before equipment is purchased or installed.

SMECO.Commercial@smeco.coop

General Information

Note: Information can be typed on this form and returned.

Construction Billing Information

Company & Contact:

Phone #: Fax #:

Email:

Mailing Address:

Monthly Usage Billing Information

Company & Contact:

Phone #: Fax #:

Email:

Mailing Address:

If you have not had prior service with SMECO in this name and this request is for Commercial Service, provide the Articles of Incorporation and the Tax ID number for the business.

Tax ID (new):

Articles of Incorporation attached (if new customer):

If existing customer, provide Acct. # below

Existing Acct. #:

Owner/Developer

Company & Contact:

Phone #: Fax #:

Email:

Mailing Address:

Project Information

911 Property Address:

If you have trouble finding the 911 address, contact the County Planning and Zoning Office.

Name of Subdivision/Project:

Subdivision/Project Phase and/or Section:

Electrician/Designer/Engineer

Company & Contact:

Name of Contact:

Phone #: Fax #:

Email:

Mailing Address:

ELECTRICAL LOAD DATA REQUEST FORM
Note: See Page 2 for additional required information

Electrical Load Data

Type of Load	kW	Phase
Lighting		
Cooking		
Air Conditioning		
Heat Pump Compressor		
Resistance Heat		
Water Heating		

Type of Load	kW	Phase
Refrigeration		
Motors		
Receptacles		
Miscellaneous		
EV		
Solar		
Other (list separately)		

Largest Motor Rating (HP): _____

Locked Rotor Amps: _____

Proposed Type Motor Starting: Full Line Voltage Delta -Y Other
 Reduced Voltage Electronic

	kW		Anticipated Hrs. Annually
Additional Motors		Winter Peak	
Misc. Power #1		Year Round	
Misc. Power #2		Summer Peak	
Misc. Power #3		Winter Peak	

Store	Total conditioned sq. ft.	No. of units
Restaurant	Total conditioned sq. ft.	No. of units
Office	Total conditioned sq. ft.	No. of units
Warehouse	Total conditioned sq. ft.	No. of units
Condo	Total conditioned sq. ft.	No. of units
Apartment	Total conditioned sq. ft.	No. of units
Master-Metered	Total conditioned sq. ft.	No. of units
Other	Total conditioned sq. ft.	No. of units

Were Power Factor Correction Measures Taken? Yes No
Note: SMECO increases billing demand to compensate for average power factor less than 90% (See GS Rate Schedule)



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Change to Existing Service

New Construction

Meter #

Description

OH to UG Conversion

Heavy Up From to

House Panel/Bldg. #

Service Relocation

Unit or Suite #(s)

Misc./Description

Temporary Service

Requested Voltage: 120/240V, 1PH
 120/208V, 3 PH
 277/480V, 3PH

120/240V, 3PH (high-leg)*
 120/208V, 1PH*

*Service granted by special permission only (call SMECO)

Service/Main Disconnect(s) Size (Amps):

Connected Load (Amps):

Submitted by:

Print Name

Signature* (electronic preferred)

*Signature above indicates that submitted has read the information and certifies that all information provided is accurate.

FOR SMECO USE ONLY

Date Received:

Account #:
 WR #:

SMECO VISUAL INSPECTIONS ARE REQUIRED PRIOR TO BACKFILLING CONDUIT EXCAVATIONS. If this does not occur, the work will need to be uncovered for inspection prior to acceptance. This could delay project electric service installation. Please contact the SMECO Construction Inspectors (Booth & Associates, LLC. – 919-703-2900), to schedule inspections. Please allow a minimum of 24 hours in advance for inspections.

Deployment Date (official use only): _____