

SECTION III

GENERAL INFORMATION AND REQUIREMENT

1. APPLICATION FOR SERVICE

Application for service may be made by mail, fax or by using our web site at www.coned.com/es/. However, written confirmation is required.

The customer or their contractor should consult Con Edison regarding the characteristics of service available before plans are completed, equipment purchased or construction started on facilities to be connected to the company's distribution system. Information the customer or their contractor furnishes Con Edison with regard to the customer's proposed electrical installation, must be in writing. The company has Electrical Contractor or Work Request Pads for your convenience. See "EXHIBIT A", on the following page.

2. TEMPORARY SERVICE

Where the use of service will be temporary, such as for entertainment, celebrations, fairs, construction purposes, and any similar activity of a temporary nature and where the facilities installed will not be used for permanent supply, the customer will be required to pay in advance to Con Edison - a sum of money, as determined by Con Edison and endorsed upon the agreement for such service, which shall be the estimated non-recoverable cost of service installation and removal in addition to the energy used.

Service entrance, meter and other wiring on temporary installation are to be installed in the same manner as required for permanent installations. Inspections and approval by the authorities having jurisdiction is required prior to Con Edison making service connection.

3. ACCESS TO CUSTOMER'S PREMISES

Con Edison's authorized employees or agents shall have access, at all reasonable times, to its meters and equipment installed on the customer's premises.

4. IDENTIFICATION OF EMPLOYEES

Employees of Con Edison authorized to visit the customer's premises are furnished with an identification card which they will show upon request. This is done to protect the customers from unauthorized persons representing themselves as Con Edison employees.



**ELECTRICAL
CUSTOMER WORK REQUEST**

EXHIBIT A

1. SERVICE/ADDRESS INFORMATION		2.. CUSTOMER INFORMATION		3. CONTRACTOR INFORMATION				
No. & Street:		Company Name:		Company Name:				
Boro/Muni:		Contact Person:		Contact Person:				
Town & Zip:		Mailing Address:		Mailing Address:				
Town & Zip:		Mailing Address:		Mailing Address:				
Part Supplied:	Business Type:	Town & Zip:		Town & Zip:				
Cross Street:		Phone No.:	Fax No.:	Phone No.:	Fax No.:			
4. Service Date:	5. Start Date:	E-mail Address:		E-mail Address:				
6. Request for: New Premises _____ Existing Premises _____ Temporary Service _____ No Additional Load _____								
7. Construction Information: a. Commercial _____ Industrial _____ Residential _____ (# of Units/Families _____) b. Total Square Feet: _____ est. (Commercial: _____ Square Feet/Residential _____ Square Feet) c. Total Number of Floors _____ (Above Grade: _____/Below Grade: _____)								
8. ELECTRICAL LOAD BREAKDOWN/INFORMATION (Enter <u>total</u> connected new/additional load only; if no new/additional load being describe work activity in Remarks)								
			<u>3 Phase</u>	<u>1 Phase</u>	<u>Voltage</u>	<u>Largest HP</u>	<u>LRA/FLA</u>	<u>Application</u>
Air Conditioning	Central	HP:	_____	_____	_____	_____	____/____	_____
	Computer	HP:	_____	_____	_____	_____	____/____	_____
	Room	HP:	_____	_____	_____	_____	____/____	_____
Computer		KW:	_____	_____	_____	_____	_____	_____
Cooking		KW:	_____	_____	_____	_____	_____	_____
Heating	Space	KW:	_____	_____	_____	_____	_____	_____
	Water	KW:	_____	_____	_____	_____	_____	_____
Lighting		KW:	_____	_____	_____	_____	_____	_____
Misc./Receptacles		KW:	_____	_____	_____	_____	_____	_____
Motors	General	HP:	_____	_____	_____	_____	____/____	_____
	Elevators	HP:	_____	_____	_____	_____	____/____	_____
	Elevators are: Hydraulic _ Traction _____ (Other _____)							
Refrigeration		HP:	_____	_____	_____	_____	____/____	_____
Other/Misc.		KW:	_____	_____	_____	_____	____/____	_____
		HP:	_____	_____	_____	_____	____/____	_____
	<u>Welding</u>	KW:	_____	_____	_____	_____	____/____	_____
	Arc _____ or Rotary _____		# of Weld per Minute _____		(Metal: Type _____ & Thickness _____)			
9. Is Emergency Generation being installed? No _____ Yes _____ Total KW: _____ (Units/size _____ / _____ / _____)								
10. Remarks								
Date Submitted: ____/____/____		Submitted By: _____ License No. _____						

Note: Prepare a copy for Con Edison and fax, and copies for the contractor and customer.

Contractor Copy



General Processing Information, Guidelines and Recommendations

1. General Processing Information

- a. Based upon this filing and unless notified in writing, the customer information provided on the reverse side will be considered the "primary" customer.
- b. All communications concerning this project will be limited to those contacts identified within the customer **and** contractor Information, as provided on the reverse side, unless notified otherwise.
- c. **Incomplete and/or Missing Information will result in processing delays.** Please ensure it is complete and accurate (includes full Customer & Contractor Information), new construction requires site & plot plans.
- d. **Within 10-days** of our receipt of this request, both the customer and contractor will receive some form of confirmation of its receipt (Receipt Acknowledgement, Additional Information Required and/or a Service Ruling).
- e. Familiarize yourself with Con Edison's website (www.coned.com), for it has a wealth of information: Job Status, Employee Contact Information, Service Specifications, as well as potential opportunities to lower your Electric Bills through various Conservation Programs and Energy Suppliers.
- f. Con Edison's **Standards of Business Conduct** prohibits any of its employees from accepting gifts, tips or any form of gratuity. Failure to comply with this mandate can result in significant consequences to the employee and anyone else accepting and/or making such an offering.

2. General Guidelines & Recommendations

- a. Ensure your electrical work is being performed by a **Licensed Electrician**.
- b. To **avoid mistakes, errors and/or confusion**, the Contractor's work should not begin until both the customer and contractor have received the company's Service Ruling which generally identifies the service design, specifications, point of entry location, etc. which must be adhered to.
- c. Instances involving **Temporary Services** and/or other types of **Accommodation customer charges** (e.g. pole relocation, Overhead-to-Underground service changes, etc.) must be paid in advance of the company performing any of its construction activities and/or DOT permit process.
- d. As required by various laws and regulations, company employees must have **clear access** to the service equipment without risking contact with environmental issues (e.g. asbestos-containing material, sewage, chemical spills, etc.) or physical hazards (e.g. defective stairs, excessive debris, etc.).
- e. If it has been determined that the premises is to receive an underground service, **we highly recommend** that you ensure your contractor installs your service pipe/sweep or property-line box immediately, and he/she submits an Interim Inspection Checklist attesting to its installation for our inspection. Upon our inspection, **a minimum of 30-days** is required to secure DOT Street Opening Permits and coordinate street digging activities so to install our service duct/conduit.
- f. A Final Inspection is generally made within **5-days** after the Contractor and/or Customer has; submitted a Final Inspection Checklist (attests to contractor's service work being fully completed), and provided Con Edison with a Certificate of Inspection (NYC locations) or Underwriters Affidavit (Westchester locations), and if applicable, provided a Service Application and Deposit.
- g. Overhead Service and/or Meters are generally installed/energized within **7-Business Days** after the Company has completed its Final Inspection. Underground Services and/or Meters are generally installed/energized within 7-business days after the company has completed its Final Inspection **and street** digging activities (see above item e).

Want Quicker Results?

File and Communicate Electronically!!!!!!!

5. CHARACTERISTIC OF ELECTRIC SERVICE

Standard service is derived directly from the standard system of distribution and comprises: Three phase, four wire, 120/208-volt service; or single-phase, two wire, 120-volt service; or three wire, 120/208-volt service, comprising two conductors and the neutral of the three-phase, four wire system.

When warranted by the magnitude or location of the load or other physical and economical conditions: three phase, four wire, 265/460-volt service will be designated by Con Edison, subject to the customer's concurrence.

Where such service is supplied to a new building, no service of other characteristics will thereafter be introduced into the building unless done for Con Edison purposes.

In every case the customer is to consult Con Edison as to the characteristics of service to be supplied, before purchasing electrical equipment for any new installation or for additions to or replacements of existing installations or before moving electrical equipment to a new address. A written statement regarding the characteristics of the service to be supplied will be given by Con Edison to the customer upon request.

Service for industrial electrical furnaces, welders, x-rays apparatus and other types of equipment which may interfere with satisfactory service to other customers may require protective devices.

Con Edison reserves the right to discontinued service where equipment used by the customer results in objectionable effects upon, or interference with the operations of facilities of Con Edison, and customers.

6. HIGH TENSION SERVICE

Each situation of high tension service presents an individual problem. Accordingly, it is important that the customer consult Con Edison before making any plans for the use of high tension service. High tension service will be designated only where it is warranted by the magnitude and the location of the load or by other physical and economical conditions.

7. LOAD BALANCE

The customer/contractor shall connect and balance the load.

8. SERVICE TAPS

All connections between company wires and customer wires will be made with a Con Edison-approved connection device.

The customer shall provide and connect service cables to a suitable, permanently attached copper or aluminum buss detail when there will be three or more sets of customer cables out of a service end box.

While the preferred place for service taps for additional meters is in the service end box, it is permissible for them to be made in the troughing between the service end box and the meter equipment, or on the line side of the service switch if the lugs are designed for double lugging. **However, you must be aware that all trough and service switch connections are subject to the approval of the authorities having jurisdiction and must meet the applicable code requirements.**

In addition, the adequacy of Con Edison's service cables is determined to the point of service termination in the service end box and does NOT include the customer cables between the service end box and the taps for the additional meters in the troughing.

Service taps for additional meters MAY NOT be made in metering equipment, including current transformer cabinets, or at other than the service end box or the service switch and troughing mentioned above unless authorized by a company representative.

The unauthorized connection of Con Edison's electric service or any alteration thereof by anyone except those approved by company-authorized personnel is **prohibited by the penal law and punishable as a misdemeanor and/or a felony, if done with the intent to injure or defraud. Violators of this rule will be prosecuted. The law provides that the user of such a connection is presumed to have made or consented to the unauthorized connection and is punishable therefore, unless proven to the contrary, as well as the party making the unlawful connection.**

9. UNAUTHORIZED ATTACHMENTS TO POLES

Con Edison forbids the unauthorized attachment of any flags, banners, signs, clothes lines, antennas, etc. to any of its poles. It forbids the use of its poles for placards or other advertising matter. Con Edison will remove any such unauthorized attachment without notice and may prosecute any such trespassing.

Con Edison forbids any work by contractors on its poles or in its manholes without specific authorization.

10. SUBMETERING

Company supplies electric service to a single location, through a master-meter, at bulk rate. In turn, electricity is distributed to tenants through individual meters, owned and billed by the owner(s)

In all cases, the customer/contractor shall consult with the company regarding submetering.

The following is a summary of the availability for the submetering option:

SUBMETERING OPTIONS

Type of Customer	Now Directly Metered	Now Master Metered	New or Renovated
RENTAL (Private or governmental)	NOT AVAILABLE	PSC Approval Required (1) (2) (3) (4) (5) (6) (7) (8)	PSC Approval Required (1) (2) (3) (4) (5) (6) (7)
COOPERATIVE OR CONDOMINIUM ALL tenants are or will be shareholders or unit-owners	Customer Certification to Company Required (9) (10)	New or renovated building unoccupied at time of submetering request PSC Approval Required (12) (13) Building occupied by one or more shareholders or unit owners but no rental tenants at time of submetering request Customer Certification to company Required (10) (11)	PSC Approval Required (12) (13) and Customer Certification to company Required (10)
COOPERATIVE OR CONDOMINIUM One or more tenants are not shareholders or unit-owners	Customer Certification to Company Required (9) (10) and either (14) or PSC Approval Required (15)	Customer Certification to Company Required (10) (11) and either (14) or PSC Approval Required (15)	NOT Available
CAMPGROUNDS TRAILER PARKS OR MARINAS	NOT AVAILABLE	Available	Available
COMMERCIAL	PSC Approval Required	Available	Available

() Refer to additional “Submetering Requirements” on Page 13A. Certification forms are available from Energy Services’ Offices.

SUBMETERING REQUIREMENTS

- (1)** A statement substantiating the economic advantages of submetering over direct utility metering.
- (2)** A description of the type of submetering system to be installed and validation of its reliability and accuracy.
- (3)** The method and basis for calculating rates to tenants, which shall include a maximum rate provision (rate cap) preventing charges to tenants from exceeding the company's tariff residential rate for direct metered service to such tenants.
- (4)** Complaint procedures and tenant protections consistent with the Home Energy Fair Practices Act (HEFPA) (Public Service Law, Section 31-50; 16 NYCRR, Parts 11 and 12).
- (5)** A procedure for notifying in writing all tenants of the proposal to submeter. The notification shall include a summary of the information provided to the Commission under subparagraphs (1) through (4) above an invitation to comment to the Commission. The notification shall prominently display the address and telephone number of the nearest Commission Consumer Services Division Office.
- (6)** A demonstration that an enforcement mechanism is available to the tenants to ensure that their rights are protected under the law. (For government entities, the entity or another government agency may enforce the submetering provisions.)
- (7)** Certification that the method of the rate calculation, the rate caps, complaint procedures, tenant protections, and the enforcement mechanism shall be incorporated in plain language into all leases governing submetering premises.
- (8)** A description of an appropriate rent reduction formula that accurately reflects the overall reduction in its total electric costs resulting from conversion to submetering.
- (9)** The prospective submeter shall certify to the company that 70% of the shareholders voted in favor of the submetering proposal.
- (10)** The prospective submetering shall certify to the company that the shareholder approved submetering proposal includes a rate cap at the company's tariff rate for directly metered service to such tenants, and grievance procedures as provided in paragraphs (3) and (4) above; provided, however, that any excess revenues resulting from charges to tenants which exceed the company's billings to the submeter are used for purposes of energy conservation.
- (11)** The prospective submeter shall certify to the company that a majority of the shareholders voted in favor of the submetering proposal.
- (12)** Verification that the submetering building will be a cooperative or condominium.
- (13)** Certification that the submeter will provide a rate cap, grievance procedures, and tenant protections from terminations as provided in paragraph (3), (4), (6) and (7), above; which cap, procedures, and protections shall continue until control of the building is assumed by the appropriate cooperative or condominium Board. Upon transfer of control, the Board will certify that the Board will submeter electricity according to a plan that satisfies the conditions set forth in paragraph 10.
- (14)** The prospective submeterer shall certify to the company that all non-shareholder tenants have approved a plan that meets the conditions of paragraph (10).
- (15)** Where one or more non-shareholder tenants refuse to agree to the plan proposed by the submeterer, submetering to such tenants shall be permitted only upon approval by the New York Public Service Commission of an application by the submeterer meeting the conditions set forth in paragraphs (1) - (7).

11. OVERHEAD DISTRIBUTION CLEARANCES

Con Edison is required to ensure you, your workers and all contractors of electric hazards around our electrical facilities. The New York State High-Voltage Proximity Act imposes certain obligations on any individual or company who may be working near electric utility power lines. Person(s) responsible for the activity ***shall promptly notify the owner or person in charge of the high-voltage line of the intended activity, such notification to be submitted at least five normal work days before the activity is to be performed.*** The owner or person responsible for the high-voltage line shall perform all necessary precautionary actions, and the employer, contractor or other person responsible for the activity shall be responsible for all costs of such precautionary actions. Under no circumstances shall activities requiring precautionary actions be undertaken before such precautionary actions have been completed.”

No one, other than qualified Con Edison personnel, shall attempt to measure clearance to Con Edison’s distribution system.

Refer to EO-4647-C, when working in the vicinity of Con Edison overhead lines and review the safety around our facilities. See Section XV, Specification C - “Overhead Distribution Clearances”, page 78E, in this book.