

ELECTRIC DEPARTMENT

PROCEDURES TO FOLLOW TO OBTAIN NEW ELECTRIC SERVICE OR SERVICE UPGRADE

Obtain electrical permit – Building and Code Official’s Office, Bedford County Administration Building, 122 E. Main Street.

If electric bill is to be rendered - consult the Town of Bedford Utility Billing Office, Municipal Building, 215 E. Main Street.

Electrician or others performing electrical work shall obtain meter locations from the Electric Department Superintendent, Town of Bedford Operations Center, 877 Monroe Street, for all temporary or permanent meters and change of service.

To obtain a meter socket or meter cabinet, party shall present electrical permit to the Electric Department Superintendent or the Utility Inventory Assistant at the Town of Bedford Operations Center, 877 Monroe Street.

Customers desiring underground electric service shall obtain routing information (pole to building; pad mounted transformer to building; service pedestal to building) in addition to meter location from Electric Department Superintendent. Alternatives, underground or overhead may be suggested.

Before **residential** underground electric service is installed, customer shall have meter socket mounted on building and conduit installed in an open ditch (24” min. depth) from within meter socket (install bushing) to approved source of power (pole, pad mounted transformer, or service pedestal). Conduit must have a pull string installed, and must be inspected by the Electric Department prior to customer backfilling ditch. For 100 amp residential services, use 2” PVC conduit. Use 3.5” for 200 amp (or higher) residential services. Not more than the equivalent of 4, 90’s will be permitted. If conduit is in a damaged or obstructed condition at the time of service wire installation, the customer is responsible for all necessary repairs and/or replacement. For more details, see drawing of typical residential underground service installation.

For new subdivisions, contact the Electric Department Superintendent for specifications.

For **commercial** underground service installations, contact the Electric Department for specifications.

Under no circumstances will electricity, either temporary or permanent; be turned on until inspected by a Bedford County Building and Code Official.

Commercial Customers – In addition to the above procedures, provide connected load data and anticipated demand to the Electric Department, 877 Monroe Street.

<u>Office</u>	<u>Telephone No.</u>
Town of Bedford Utility Billing	(540) 587-6047
Town of Bedford Electric Department	(540) 587-6071
Bedford County Building and Code Official	(540) 586-7616