<table>
<thead>
<tr>
<th>Key Activity</th>
<th>Responsible</th>
<th>Cust</th>
<th>Pepco</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit application for electric service.</td>
<td></td>
<td>X</td>
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<tr>
<td>Submit information and plans as specified in the application requirements section of this document.</td>
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<tr>
<td>2. Review completed application and associated plans. Provide feedback to customer.</td>
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<td>X</td>
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<tr>
<td>3. Prepare Response to Application for Electric Service and send to customer.</td>
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<tr>
<td>4. Submit structural facility drawing per Pepco’s requirements. See Pepco.com for Pepco Standards.</td>
<td></td>
<td>X</td>
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<tr>
<td>5. Review and approve Structural Facility Drawing per Pepco Standards.</td>
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<td>X</td>
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<tr>
<td>6. Build structures per approved structural facility drawing under Pepco supervision.</td>
<td></td>
<td>X</td>
<td>X</td>
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<tr>
<td>a. Setting of poles, manholes, pouring of any concrete and/or backfilling of trench must be done only after inspected by Pepco’s inspector</td>
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<tr>
<td>b. Call appropriate Pepco inspector two weeks in advance of installing structures.</td>
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<tr>
<td>c. Conduit to be certified by Pepco conduit inspector.</td>
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<tr>
<td>7. Obtain approval of switchgear or notify intent to use approved switchgear from the Pepco list.</td>
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<td>X</td>
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<tr>
<td>8. Develop, design, and forward cost estimate to customer, if applicable.</td>
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<td>X</td>
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<tr>
<td>10. Generate invoice and send to customer.</td>
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<td>X</td>
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<tr>
<td>11. Pay in full all applicable fees and notify Pepco of the Temporary Pending Final (TPF) electrical inspection.</td>
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<td>X</td>
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<tr>
<td>12. Prepare site for service construction:</td>
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<td>X</td>
<td></td>
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<tr>
<td>a. Clear all obstructions for service and grade to within 6&quot; of final grade.</td>
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<tr>
<td>b. Ensure property lines, easements, rights-of-way, waterlines, sewer lines, septic systems and septic reserve areas are staked and marked.</td>
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<tr>
<td>c. Provide a safe substantial support for service drop wires.</td>
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<tr>
<td>13. Obtain easements and permits, as required.</td>
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<td>X</td>
<td>X</td>
</tr>
<tr>
<td>14. Construct and energize service.</td>
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</tbody>
</table>

### Other Requirements

- New or changed wiring and equipment must be installed in accordance with the latest edition of the National Electrical Code and Pepco requirements. This work may require an electrical inspection and certification.
- For your safety and the safety of Pepco crews, only authorized Pepco employees and contractors are permitted to make and energize the connection between the customer’s service entrance and the service connection location.
- The voltage, number of phases, load and type of metering that can be supplied depends on our existing facilities at or near your location.
- It is important that you notify your Pepco representative if there will be any changes with the schedule of your project. Please be aware that any customer responsibilities not met could delay your project.
- For your safety, do not remove existing meters. Contact us to schedule a meter removal, or to schedule an outage.
- If you are planning to install solar or other renewable energy equipment that will be interconnected to Pepco’s system, contact us at (202)872-3419 or gpc-south@pepco.com.

### Resources

- For more information about applying for new or upgraded electric service, visit our website at pepco.com.

Here are some helpful links:
- New Service Application: pepco.com/newservice
- General terms and conditions: pepco.com/dcterms
- Electric Service Handbook: pepco.com/electricservicehandbook
- Standards: pepco.com/newservicestandards

### Contact Us

Our engineering office is open from 7:30 a.m. to 4 p.m. Monday through Friday.

District of Columbia
3400 Benning Rd. NE
Washington, DC 20019
202-331-6237
202-388-2721 (fax)

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**APPLYING FOR NEW OR UPGRADED RESIDENTIAL SERVICE**

DISTRIBUTION OF COLUMBIA

An Exelon Company
GETTING STARTED

Whether you are building a new home or upgrading your current electric service, we want you to know that we are here to help. This brochure is designed to help guide you through the application process and keep your project on track.

The process for applying for new or upgraded electric service can be broken down into four phases:

- **Application Phase**
- **Design Phase**
- **Construction Phase**
- **Completion Phase**

**Application Phase**

In order for your project to get under way, we need some critical information from you. The requirements for new service are relatively the same as for upgraded (heavy-up) or relocated service, but some differences do apply.

Use our checklists below to make sure you have everything in order before you submit your application.

**New or Heavy-Up Residential Service Application Checklist**

- Exact location of the premises (house number, street, ZIP code and utility pole number, if possible)
- Name, telephone number and address of the person to be billed for service
- Name and telephone number of additional contacts such as the builder or electrician
- Date electric service is required
- Expected date of the Temporary Pending Final (TPF) Electrical Inspection from the local government

**Design Phase**

Next, a Pepco representative will review your application and assign your job a work request number. We will contact you if there are any questions or additional required information.

Once your application is approved, the Pepco representative will inform you that the Design Phase is under way. A Pepco designer will develop your site-specific design plan and contact you by phone, email or letter with an estimated construction fee.

**Fees**

For new residential construction, a flat fee will be charged for four units or less and demand 400 amps or less. One dwelling unit is always considered residential and the flat fee applies. If you are requesting electric service that is considered commercial, fees will be calculated when Pepco’s service design is completed. In addition, excess footage fees will be charged if the meter is located more than 5 feet away from the face of the building nearest to the electrical distribution system.

For upgraded electric service, there is normally no charge if the location of the service connection and the type of service remain the same. If you are requesting a different type of service in a different location, a Pepco representative will provide the associated fees when the design process is completed.

Please refer to Pepco’s “General Terms & Conditions for Furnishing Electric Service in the District of Columbia” for specifics related to residential services, including the latest Public Service Commission approved service connection fees. Visit pepco.com/dcterms.

After you receive your cost estimate from Pepco, use this checklist to complete the Design Phase.

**Construction Phase**

After the design phase is completed, a District Service Coordinator will contact you to inform you that construction work can begin. Use the following checklist during the Construction Phase.

**Construction Checklist**

- Clear all obstructions at the service connection location
- Ensure property lines, easements, rights-of-way, water lines, sewer lines, sprinkler systems, septic systems, septic reserve areas, well locations, and other obstacles/obstructions are staked and marked.
- Provide a safe and substantial support for service drop wires
- Ensure all switchgears/meter box are installed and inspected

**Completion Phase**

Your work is complete and it is time to turn on your service. A Pepco crew will come to your site at a mutually agreed upon time. The crew will install your service cables and meter and energize your service.

**Meter Requirements**

Here are some guidelines regarding your metering equipment:

- Metering equipment must be located on the exterior wall of the structure being serviced that is closest to Pepco’s facilities.
- The bottom of the meter glass can be no more than 66 inches above final grade and no less than 30 inches. Meter location to be determined by Engineering.
- At least 3 feet of unobstructed space in front of the meter must be provided.