ELECTRIC SERVICE GUIDE

A COMPLETE GUIDE TO RESIDENTIAL, COMMERCIAL, INDUSTRIAL & AG INSTALLATION

Steele-Waseca Cooperative Electric

Guide to Electric Service
Rules and Regulations

Revised: January 2023

INTRODUCTION

Steele-Waseca Cooperative Electric (Hereafter referred to as SWCE) has assembled this booklet to assist members and their electrical contractors, architects, or engineers to plan for and obtain electric service. The requirements herein supersede all previous publications the "Electric Service Guide" issued by SWCE prior to the above date and is subject to change without notice. The most recent copy will be available on SWCE's website at http://swce.coop.

SWCE is not relieving our member, or their contractor, of the responsibility to install wiring in accordance with the National Electric Code® (NEC®), National Electric Safety Code® (NESC®), and all other applicable federal, state, and local government codes, regulations, laws, and ordinances. The information presented in this guide is intended to supplement the NEC, NESC, and all other applicable federal, state, and local government codes, regulations, laws, and ordinances. It is always necessary to refer to and comply with such codes, regulations, laws and ordinances when planning, designing, and installing a new electrical service, or modifying an existing electric service. Specific requirements of SWCE do not intentionally conflict with any other requirements known to be in effect as of the publication date of this guide. Any apparent conflicts of this nature should be brought to the attention of SWCE for interpretation. SWCE assumes no responsibility whatsoever for the manufacturer's, supplier's, electricians', or engineering consultant's compliance with all applicable codes as well as with all local and state codes. Any waiver at any time of SWCE's rights or privileges under the electric service rules and regulations will not be deemed a waiver as to any breach of other matter subsequently occurring.

Steele-Waseca Cooperative Electric Contact Information

Physical Address: 2411 West Bridge Street
Owatonna, MN 55060

Web Address: www.swce.coop

Contact	Phone Number	Email or Website
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Electric Service Guide

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1.0 General Information

Steele-Waseca Cooperative Electric (SWCE) is providing this guide to help plan for new electric service or modify an existing service.

While we make every attempt to keep this guide up to date, it is subject to change without prior notice. It is the applicant/member and contractor's responsibility to contact SWCE for the latest changes or revisions.

1.1 Definitions

Application for Service – The request from a member, or future member, to install a new electrical service or modify an existing service.

Accessible – Allowing or admitting, close approach; not guarded by locked doors, elevation, or effective means including any portion of a temporary or permanent structure.

Approved – Acceptable to the authority having jurisdiction.

Building – A structure with roof and walls. Two (2) or more structures shall not be considered a single building merely by the existence of skyways, tunnels, common heating or cooling facilities, common garages, entry halls or elevators, or other attachments.

Contractor – Licensed individual or company who performs work on behalf of the member of SWCE.

Construction Agreement – Signed contract between SWCE and applicant/member outlining work to be performed by SWCE, work to be performed by applicant/member, and a good faith estimate of construction fees under normal construction practices and conditions, good soil conditions and level terrain, and the design as discussed and agreed to by the applicant/member.

Current Transformer (CT)– An instrument transformer designed for the measurement or control of electrical current.

DER – the term DER is used to address all types of generation and energy resources that can be interconnected to the electric distribution system. DER technologies can include photovoltaic solar systems, wind turbines, storage batteries or diesel generators and are not limited to renewable types of technologies.

Disconnection Means – A device, or group of devices, or other means by which the conductors of an electric circuit can be disconnected from their source of supply.

Distribution Lines – SWCE's electrical lines located along streets, alleys, highways, or private property, when used or intended for use for general distribution of electric services to members.

Dwelling Unit – One or more rooms for the use of one or more persons as a housekeeping unit with space for eating, living, and sleeping, and permanent provisions for cooking and sanitation.

- Multi-Family Dwelling – A building containing two or more dwelling units.
- Single-Family Dwelling – A building consisting solely of one dwelling unit.

Easement – The right of use over the property of another, such as a right-of-way.

Electrical Service – The availability of electric power and energy, regardless of whether any electric energy is used. The supplying of electric service by SWCE consists of the maintaining, at the point of service delivery, approximately the agreed voltage, phase, and frequency by means of facilities adequate for carrying the load which SWCE is thereby obligated to supply by reason of the known requirements.

Electrical Work – The installing, maintaining, altering, repairing, planning, or laying out of electrical wiring, apparatus, or equipment for electrical light, heat, power, technology circuits or systems, or other purposes.

Fault Current – The electric current that will flow through the systems to a point where a piece or a conductor has failed, such as bare conductors touching together or a bare conductor touching a ground point.

Instrument Transformer – A transformer that reproduces in its secondary circuit, the voltage or current proportional to its primary circuit.

Instrument Transformer Cabinet – A cabinet installed and owned by the member, complying with SWCE's requirements, and designed for housing instrument transformers used for metering. Also, referred to as a CT cabinet.

Junction Cabinet – A pad-mounted enclosure where underground primary cables are connected together, either by splices or separable connectors, for underground distribution systems.

Main Metering – Metering configuration where a single meter (main meter) measures the consumption for a building, and then sub-meters on the member side of the Main Meter measure the consumption of individual load, loads, or groups of loads.

Main Meter Set – An instrument or instruments, together with auxiliary equipment, for measuring the electric power and energy supplied to a member.

Member – Any individual, firm, association, corporation, or governmental entity receiving electric service from SWCE, currently or previously.

Member's Service Equipment – The necessary equipment and accessories, located near the point of entrance of supply conductors to a building, which constitute the main control and means of disconnecting the supply to that building, structure, or machine requiring electrical service.

NEC® – The current edition of the National Electric Code® as issued by the National Fire Protection Association (NFPA No. 70).

NESC® – The current edition of the National Electric Safety Code® as issued by the American National Standards Institute (ANSI C2).

Nominal Voltage – The value, expressed in volts, which is assigned to a circuit or system for the purposes of conveniently designating its voltage class (such as 120/240, 277/480Y, etc.). The actual voltage at which a circuit operates can vary from the nominal within a range established by ANSI C84.1. The member is responsible for making sure that their systems are capable of operating within range B of ANSI C84.1.

Occupancy Unit – A room, office, apartment, or other space separated by walls, or partitions that enclose the area, or a contiguous grouping thereof when occupied by a single member.

Parallel Service – Two or more services entering a building, allowed by all applicable codes, to serve separately metered loads of an individual member or members. Examples are services in multi-family dwellings, multi-occupant commercial buildings, and buildings with qualified member equipment served under a SWCE incentive program.

Paved – A surface covered with a material such as stone, asphalt, or concrete designed for vehicular traffic.

Point of Delivery – The point where the electric energy first leaves the line or apparatus owned by SWCE and enters the line or apparatus owned by the member. This is not necessarily the point of location of SWCE's meter.

Point of Interconnection – The location designated by SWCE that the member must extend conductors to in order for SWCE to install facilities on the member property.

Primary Service – Any type of service with a nominal voltage greater than 600 volts.

Rate Schedules – The classification of the use of electricity into categories considering the amount of power supplied, the purpose of its use, and the cost.

Redundant Facilities – Duplicate (partial or full) facilities installed at the request of the member for the purpose of increasing reliability of the system for themselves.

Secondary Connection Cabinet (Pedestal) – Cabinet required when the number and/or size of the conductors exceeds SWCE's limit for terminating in a specific pad-mounted transformer or on a SWCE pole.

Secondary Service – Any type of service with a nominal voltage less than or equal to 600 volts.

Secondary Terminal – The secondary side of a pad-mounted transformer, overhead transformer, service pedestal, or vault, whichever is designated by SWCE.

Series Subtractive Metering – An arrangement to measure consumption for member equipment served under a SWCE incentive program in series with one SWCE main meter to measure total building consumption and a sub-meter(s) to measure the individual consumption of the equipment on the incentive program. For billing purposes, the consumption measured by the sub-meter is subtracted from the consumption of the main meter.

Service – The conductors and equipment for delivering energy from SWCE's system to the wiring system of the member.

Service Drop – The overhead service conductors from the last pole or other aerial support, up to, and including the splices (if any), connecting to the service-entrance conductors at the building or other structure.

Service Entrance Conductors, Overhead System – The service conductors between the terminals of the service equipment and a point usually outside the building, clear of building walls, where joined by tap or splice to the service drop.

Service Entrance Conductors, Underground System – The service conductors between the terminals of the service equipment and the point of delivery.

Service Equipment – The necessary equipment, usually consisting of a circuit breaker or switch and fuses, and their accessories, located near the point of entrance of supply conductors to a building or other structure, or an otherwise defined area, and intended to constitute the main control and means of cutoff to the supply.

Service Upgrade – An electric service is considered upgraded if any of the following conditions are met:

- If the rating of the member disconnect is increased.
- If the main service disconnect type is changed (i.e. from fuses to circuit breaker) or replaced (i.e. circuit breaker to circuit breaker) and the rating of device is increased.
- If either the conductors between the meter socket and the member disconnect or the conductors on the supply side of the meter are changed.
- If the service is changed from overhead service drop to underground service line.

Underground Distribution (URD) Areas – Those residential or commercial subdivisions, or specified areas, within which all consumers are serviced by underground distribution lines.

Underground Service Lateral – The secondary service conductors from SWCE's distribution system.

Unsuitable Backfill Material – Includes, but is not limited to, the following materials:

- Granular material (individual stories, soil in clumps or clods, etc.) larger than 1/4 inch in diameter
- Frozen materials
- Materials removed as rock excavation or over-excavation
- Trash, metal, or construction waste
- Environmentally contaminated soils

Voltage to Ground – For grounded circuits, the voltage between the given conductor and that point or conductor of the circuit that is grounded, for ungrounded circuits, the greatest voltage between the given conductor and any other conductor of the circuit.

Voltage Transformer – An instrument transformer intended for use in the measurement of control of a circuit and designed to have its primary winding connected in parallel with the circuit.

Winter Charge - An additional fee assessed to members when winter conditions are present. Fee may apply during October or November and will apply starting December 1 and remain in effect until spring road restrictions are lifted.

1.2 Application for Service

Members, potential members, or their authorized representative should apply for new service, line extensions, and service improvements as far in advance as possible to avoid delays.

New service, line extensions, or service improvements requests should be made by completing the appropriate online application on SWCE's website at www.swce.coop or by calling 800-526-3514 if you are unable to access the application. A Field/Staking Engineer will contact you normally within one business day, but not more than three business days to discuss your request.

1.3 Special Considerations

- When a service crosses public streets or roads, SWCE must comply with government regulations and obtain special permits which may require public hearings.
- When an underground or overhead line will cross property of others, easements must be obtained from the landowner. This is the responsibility of the member and must be approved by SWCE.
- Trees that pose a risk to current or future reliability of a new or existing line must be trimmed or removed.
- All permits and easements must be properly executed and obtained before service can or will be installed or upgraded.
- A construction agreement must be signed, and fees paid before construction will be scheduled.

1.4 Availability of Service

SWCE shall provide electric facilities necessary to deliver electric service to new locations within its service territory to anyone meeting requirements for membership. The cost of extending SWCE's facilities for new service and upgrade (Ie. From single phase to three phase) requests shall be shared by the requesting member in a manner that guarantees the extensions and improvements are prudent and provide for the recovery of these investments on a reasonable basis without a significant impact on present and future members.

Prior to designing or altering electrical installations, the member, architect, engineer, and/or contractor must consult with a SWCE engineer to ensure availability of the desired service, ensure member's electrical equipment is compatible with SWCE facilities, and to determine if SWCE has requirements in addition to those in this guide.

SWCE supplies 60 Hertz alternating current, single- or three-phase. The following are the standard voltages that SWCE provides:

Single-phase voltage:
240/120 Volt, 3 wire
Multi-phase grounded “wye” voltages:
208/120 Volt, 4 wire
480/277 Volt, 4 wire

Contact SWCE for other available voltages.

Exact service specifications such as voltage and number of phases depend upon the location in question and the proposed load’s size, location, and nature. SWCE does not accept responsibility for oral information concerning the type of service available at specific locations. An authorized SWCE representative must confirm the information in writing.

1.5 Ownership of Electric Service Lines and Equipment

The primary electric distribution lines and equipment installed by SWCE shall remain the property of SWCE. Any payments made by the applicant for the service extension shall not transfer ownership or control rights to the applicant over these facilities.

1.5.1 Overhead Electric Service

In new installations, the member shall own and maintain all equipment beyond the transformer or other secondary terminal points where the Cooperative installs overhead secondary service wire. The Cooperative will maintain ownership of said wires and the provided connection point for the member’s service drop.

In all cases, the member owns and is responsible for the wires from the meter socket to other locations or buildings, any disconnect switches or breaker panels at the meter, the meter socket, and mounting panel, except on CT meter installations, then the meter socket is supplied and owned by SWCE.

1.5.2 Underground Electric Service

In new installations, the member shall own and maintain the underground cable running from the transformer or pedestal to the meter socket, including the wiring and connections. Exception to this rule would be in the cities of Ellendale, Hope, Medford and Lonsdale.

The member should contact the Cooperative to verify the ownership of the secondary wire for the existing service in question.

In all cases, the member owns and is responsible for the wires from the meter socket to other locations or buildings, any disconnect switches or breaker panels at the meter, the meter socket, and mounting panel.

1.6 Responsibility

Following the rules and regulations set forth by the authority having jurisdiction, the National Electrical Safety Code (NESC), National Electric Code (NEC), state and local codes, and Steele-Waseca Cooperative Electric requirements, will guarantee acceptable installation. SWCE reserves the right to disconnect service if unsafe conditions exist or a member does not comply with all rules and regulations.

1.7 Unauthorized Use of Energy and Meter Tampering

Meters, instrument transformers, or metering devices shall not be tampered with. Meter sealing rings, locking devices, and meter seals shall not be cut or removed. Property of SWCE shall not be moved, removed, or altered in regard to wiring or connections by another, other than authorized SWCE employees, except in emergency situation due to fire or immediate endangerment of life and property.

SWCE will enforce Minnesota Statute 325E.026 which prohibits unauthorized use of electricity and utility meters. A utility may bring a civil action for damages by a person who: (1) deliberately commits, authorizes, attempts, solicits, aids, or abets bypassing, tampering, unauthorized connection, or unauthorized metering that results in damages to the utility; or (2) knowingly receives service provided as a result of bypassing, tampering, unauthorized connection, or unauthorized metering. The utility may recover costs of the service provided; the costs and expenses for investigation, disconnection, reconnection, service calls, equipment, and employees; and the trial costs and witness fees.

1.8 Carrier Current

SWCE reserves the right to use carrier frequency signals on its system for communication, equipment control, and system data collection and will not be held responsible for damages resulting from such frequency signals. If such frequency signals damage or interfere with a member's equipment, the member should install suitable protective equipment. SWCE forbids members to use any part of our system for carrying foreign electric currents, broadcasting, control, or carrier current transmission. Members using carrier current or any control frequency other than 60 Hertz shall be required to install suitable equipment to prevent these frequencies from entering SWCE's system.

1.9 Easements

Whenever any overhead or underground cable or equipment owned by SWCE is located on the applicant's property, the applicant shall grant an easement to SWCE by signing the "Electric Service Membership Application". SWCE may request an additional easement form to be signed which contains the legal description of the easement and parcel description. This document will be filed at the County Recorder's Office. All electric distribution line easements are to be granted at no cost to SWCE.

If any overhead or underground cable or equipment owned by SWCE must be located on property not owned by the applicant, it is the applicant's responsibility to obtain the easement for filing. If easements cannot be obtained for the preferred route, the applicant shall be responsible for the actual line extension route necessary to provide electrical service.

1.10 Damage Liability

SWCE will not be liable for damage to the applicant's crops, trees, shrubs, fences, lawns, sidewalks, driveways, or other obstructions incidental to the installation, maintenance, or repair of facilities if such damage was not caused by its own negligence.

1.11 Standards and Specifications

All electric facility additions and improvements shall be designed and installed to meet or exceed the requirements and specifications of the NESC, NEC, state and local codes, and approved design standards of SWCE.

2.0 Application Requirements

The applicant, or their representative, shall provide the information, agreements, and permissions necessary to allow SWCE to extend the appropriate facilities for the load to be served. Facilities installed by the applicant shall meet all requirements of the NEC, NESC, state and local codes, and SWCE.

The applicant shall provide the following before designing/engineering of the new service or modification of facilities can begin:

2.1 Site Plan

Applicant shall meet with a SWCE representative at the service location to coordinate site requirements and provide a site plan of existing or anticipated structures or facilities both above ground and/or underground including the location of property corners. For residential and commercial subdivisions, a copy of the approved general development plan and the applicable final plat shall be provided to SWCE.

2.2 Utility Right-of-Way Easement and Property Description

Easements shall be required as outlined in Section 1.9. In addition, a legal property description may be required.

2.3 Permits

Applicant shall provide a copy of the building/zoning permit if applicable. Proof of property ownership may be required.

2.4 Load Profile

Applicant shall provide applicable load survey information including the projected peak and nominal load capacity, utilization (type of load, seasonal or year-round), and projected motor sizes and numbers.

2.5 Future Load

Applicant shall provide any anticipated plans to expand and/or possibly increase load capacity during the following five years after construction is commenced.

2.6 Additional Requested or Required Information

SWCE may request or require additional information or assistance that is necessary for the engineering and construction of work.

3.0 Pre-Construction Requirements

Upon execution of the Construction Agreement, the applicant shall complete the following items prior to the project being scheduled for construction:

3.1 Service Point Location

The applicant shall review and accept the proposed location of the electric facilities as staked by the Field/Staking Engineer as well as other requirements and conditions.

3.2 Right-of-Way Clearing

Applicants shall be responsible for the right-of-way clearing along the new line extension route on their property in accordance with SWCE specifications at their own cost. SWCE shall perform right-of-way clearing along public roadways, this work is included in the normal line extension cost.

3.3 Grade Requirements

Applicant shall have areas in which electric facilities are to be installed within four inches of finished grade prior to the start of the installation of cooperative facilities.

3.4 Secondary Service

The applicant is responsible for the installation of the secondary service line, meter loop and socket, and the service entry. These need to be constructed in accordance with the NEC, NESC, state and local codes, and the specifications of SWCE. Newly installed service lines shall not contain splices between the transformer and the meter socket.

A secondary terminal point will be defined and provided by SWCE. The secondary terminal point can be the secondary terminal of a transformer, a secondary pad mounted pedestal, or an overhead secondary junction point on a primary voltage pole owned by SWCE.

SWCE shall provide, own, and maintain the meter and associated current and potential transformers. The main service entrances, meter loops, meter socket, and proper facilities must be furnished and installed by the applicant or applicant's contractor per SWCE Standards.

3.5 Construction Fee Charges

The applicant must be in good financial standing, having no past due or delinquent debt owed to SWCE.

3.5.1 Estimated Costs

Estimated costs will be included in the Construction Agreement. All estimated fees are to be paid prior to the start of construction, to include, but not limited to, permit fees and winter charges.

3.6 Minnesota Wiring Affidavit or Inspection Certificate

All wiring shall be completed in strict accordance with the State and local electrical laws and regulations and will conform to the rules as outlined in the NEC and NESC. When an electrical contractor is used, a Minnesota electrical wiring affidavit shall be provided by the applicant. If electrical work is done by the owner, a Minnesota electrical wiring affidavit and final electrical inspection shall be provided to the Cooperative before the service will be connected.

4.0 Metering

Meter sockets and metering cabinets are to be furnished by the applicant.

4.1 General Metering requirements

Any exceptions to the requirements below shall be approved by SWCE's staking department.

4.1.1 Socket Bypass Required

All self-contained meter sockets used for new or rewired installations must have an approved lever bypass mechanism.

4.1.2 Batten Boards / Metering Posts

Installations require the use of 6"x6" green treated post, set a minimum of three (3) feet in depth, and a minimum of 2"x 6" green treated batten board construction, with a preference of 2"x 6" green treated tongue and groove boards. A minimum clearance depth of five (5) feet in front of the meter must be provided for access for maintenance.

For service upgrades or DER installations, applicants shall be required to update their batten boards to SWCE's latest spec (if the existing batten board is in poor condition).

4.1.3 Member Disconnect Switch

Member disconnect switches should be connected on the load side of (after) the meter. No member devices such as surge suppressors, load management equipment, etc. may be installed on the line side of (before) the meter.

4.1.4 Metering on poles

Pole top switches and metering sockets shall not be located on SWCE-owned poles. An exception is metering requiring external potential and/or current transformers, which will be owned by SWCE.

4.1.5 Special Sockets

All special sockets, such as apartment panels, mobile home parks, socket and switch, or socket and transfer, must have SWCE's approval prior to installation.

4.2 Wiring Requirements

4.2.1 Line and Load side of CT Cabinets

In all CT cabinets the line side will be on the top and the load side on the bottom.

4.2.2 Production Meter Wiring

SWCE requires all DER installations to include a Production meter. The applicant shall furnish the production meter socket or CT cabinet. Production meter sockets shall be wired with the line side at the top and the load side at the bottom. The production meter will be located upstream from any customer disconnects.

4.2.3 Double Lugging

Double lugging is only permitted on meter sockets for DER with prior approval.

4.2.4 Proper Grounding

All metering conduits and sockets shall be properly grounded. No bonding bridges will be permitted on the exterior of the meter socket. The grounding electrode conductor shall not be pulled through or connected in the meter socket Electric service will not be connected to improperly grounded systems.

4.3 Location and Accessibility

4.3.1 Location

All meters shall be located as per the SWCE meter installation standards sheet.

See 1.5.1 and 1.5.2 for exceptions.

A minimum 3' radial distance must be maintained between any gas regulator and meter sockets.

If more than one meter is required for a building, each meter socket shall be identified and permanently designated clearly indicating each particular location being served. This marking needs to be on weatherproof material and of at least ½ inch block letters. This also needs to be done on the inside of the meter socket in the event of a cover being changed.

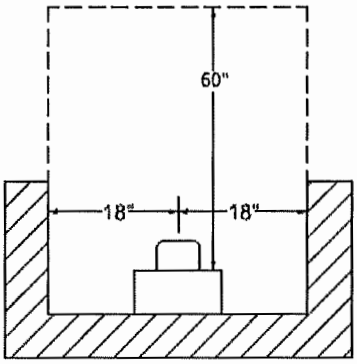
4.3.2 Alternate Locations

Special approval for an alternate location may be considered for certain three-phase installations. Such locations must be pre-approved by SWCE Staking Department prior to installation.

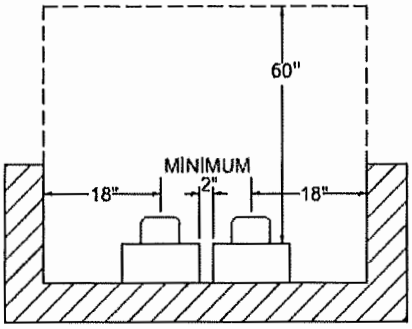
4.3.3 Accessibility

The meters are to be readily accessible with clearance to the sides, above, and in front of the meter to allow proper access for regular and emergency maintenance as shown below in Figures 4.1 & 4.2. The member shall pay any costs associated with moving non-accessible meters or removing obstructions. The member is responsible for any damage caused during an emergency due to the inability to disconnect service at the meter due to inaccessibility.

Top Down View



Single Meter



Multiple Meters

1. Area within dashed lines shall be clear of all obstructions.
2. Sixty-inch (60") clearance shall be maintained to either side of the center line of the meter socket.
3. Thirty-six-inch (36") clearance shall be maintained in front of meter socket unless otherwise specified in NEC.
4. The height as measured at the middle of the meter socket should be no less than fifty-four inches (54") and no more than sixty-six inches (66").

4.3.4 Remodeling

When remodeling occurs, the member shall take the steps necessary to relocate the meter to meet the specifications identified in this section.

4.3.5 Multiple Buildings or Tenants

- Multiple members or building sites shall not share metered accounts unless that account only services a shared (co-owned) well or wastewater treatment facility.
- The main residence and farm buildings may be metered on one meter.
- The main residence, well, and outbuilding may be metered on one meter.
- Additional tenant (leased) housing or other residence on the property shall be metered and billed separately.
- Commercial establishments such as mobile home courts, apartment buildings, campsites, or multi-tenant commercial lease space shall be designed so that the electric energy used by each mobile home, apartment, campsite, or leased commercial space is metered separately unless otherwise agreed to by SWCE.
- A business entity with multiple buildings or service points may be worked out with SWCE as a "campus" arrangement for one service point of metering at the entrance of the facility site. Such a metering point may be installed at primary voltage levels. The member shall enter into an electric service agreement which defines the metering point, service delivery point (or points), and ownership of all primary and secondary electrical wire and equipment installed between the member side of the primary metering point and the service delivery point(s). The member shall own all primary and secondary wire and equipment on the member side of the service delivery point(s). The agreement between the member and SWCE is required to be in place prior to implementation of a primary metering installation.
- Energy provided at a primary metering point, whether in a building with multiple tenants, a campus with multiple buildings, or a mobile home park, or other type of service may not be resold.

5.0 General Construction Information

5.1 Route/Design/Method of Construction

SWCE reserves the exclusive right to determine the route, design, whether overhead, or underground facilities, and method of construction as it deems appropriate and necessary. If the applicant desires an alternative method or route of construction, the applicant shall pay all the additional costs associated with the alternative if it is accepted by SWCE as a feasible method of installation.

5.2 Estimated Construction Schedule

At the time all pre-construction requirements are met, the applicant shall indicate if the project should proceed and SWCE shall indicate an estimated construction schedule. This estimated schedule is subject to revision due to unforeseen circumstances such as line repairs and maintenance work to restore power, equipment breakdown, unavailability of materials, construction obstacles, or weather that delay progress. If the applicant elects not to proceed with the project within twelve months, the applicant shall be required to reapply under the line extension policy in effect at that time.

5.3 Other Agreements

Agreements, if any, for service types other than primary service to the site (such as dual fuel, standby generator electric service, or lighting) shall be signed and submitted.

5.4 Line Extensions Not Connected

Extensions not connected for normal service at the time of project completion by SWCE shall be subject to a line retention fee. The fee will be a monthly billing equivalent to the monthly facility charge for the rate class for the planned load served by the extension or modification. The line retention charge will continue until service is energized or SWCE facilities are removed. No refund of line extension fees will be given.

5.5 Trenching of Secondary Conductor to SWCE Equipment

Before energizing electric service, all trenching of secondary conductors to SWCE equipment shall be completed. If the equipment is a pad-mount device (transformer, secondary pedestal, etc.) the cable should be brought to the device with six (6) feet of extra cable for a secondary pedestal and ten (10) feet of extra cable for a transformer to allow for proper connection to SWCE equipment. If the equipment is a pole mounted transformer, the applicant shall install the secondary conductors to the base of the pole with forty (40) feet of extra cable to allow for proper connection to SWCE equipment. No conduit within twenty -four inches (24") of the pole

5.6 Pad-mount Transformer Clearances

Pad-mount oil-insulated transformers may be located a minimum distance of 8' from the building.

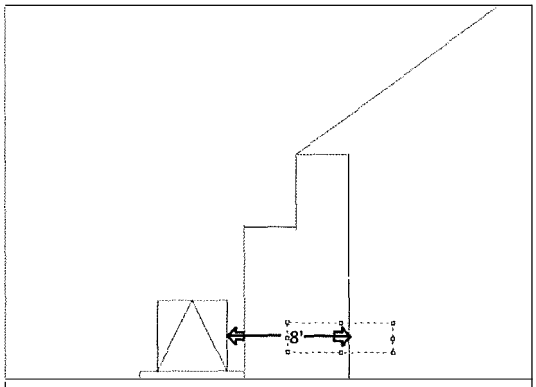


Figure 5.1 - Walls

5.7 Connection Cabinet

Applicants shall furnish and install a member owned connection cabinet where the number of secondary conductors exceed the transformer limitations. SWCE will make secondary connections in the transformer and in the connection cabinet. SWCE will install a lock on the connection cabinet. Contact SWCE Staking Department for more details on member owned connection cabinets.

6.0 Types of Service

6.1 Temporary

Temporary service extensions shall meet NEC and NESC requirements and be acceptable to SWCE for location and installation. There are two types of temporary services.

6.1.1 Secondary Service and Metering for Construction

A temporary metered construction service may be installed at the request of the applicant or contractor. The service must be a secondary tap from an existing primary line and transformer. If a transformer is not presently in place, and the temporary service cannot use the planned permanent transformer, then the applicant is subject to a fee for installation and removal of a temporary transformer.

The secondary line and a temporary meter socket shall be provided by the applicant. The applicant shall pay a fee for the temporary meter installation.

Temporary metered services shall be reviewed twelve months after installation. At that time, the service shall be converted to a permanent account, possibly granted an extension of temporary service by SWCE, or terminated.

All temporary service for construction will be metered with a monthly minimum service charge at the appropriate service class rate.

6.1.2 Primary Voltage Service

Temporary extension of primary service is the installation of primary voltage facilities (lines, poles, and transformer) to support the applicant's construction prior to the installation of the planned permanent facilities. Temporary primary voltage services are those that will likely be used for a period of twelve months of less.

If a temporary primary voltage extension for service is requested, the applicant shall pay the actual construction costs, actual retirement costs less salvage material, plus electric usage, and other associated costs.

6.2 New Permanent Primary Service

SWCE will extend its primary single- or three-phase electric service to a permanent structure or service such as a home or business that will be utilized on a year-round basis. Fees are based on total footage cost for individual services and a combination of per lot and extended footage for platted subdivisions.

6.3 Service Disconnect

One-and-two family dwelling unit services are required to have a service disconnect switch per the 2020 National Electric Code and Rules adopted by the Minnesota Board of Electricity. The switch must be wired on the load side of (after) the meter, outside of the structure adjacent or near the meter socket, and free from obstructions such as HVAC equipment, decks, or shrubbery.