

Home Builders Toolkit

First Things First: Foundation

Obtain your ESI ID (premise number) for your Temporary Pole and one for your Permanent Meter by one of the following methods:

- Submit request online to ONCOR Electric Delivery: <http://oncor.com/en/Pages/Start%20New%20Service.html>
- Fax request to ONCOR Electric Delivery at 888-222-9716.
- Phone ONCOR Electric Delivery at 888-222-8045.
- Email ONCOR Electric Delivery: c3ncmc@oncor.com.

Next Stage: Sticks and Bricks

Request Meter for Temporary Pole (follow check list on back):

- Call your Retail Electric Provider (time with your electrical inspection request). Provide the ESI ID for your Temporary Pole.
- Your order will hold for city inspection for a maximum of 20 work days.
- Once we receive your city inspection, we will work to set your meter on your requested date.

Final Outside Cleanup

Request your underground electric service installation by one of the following methods:

- Fax form to ONCOR Electric Delivery at 888-222-9716.
- Phone ONCOR Electric Delivery at 888-222-8045. Email ONCOR Electric Delivery at c3ncmc@oncor.com.
- Verify path for trenching is clear and private utilities are marked or exposed. Meter location is clearly marked with red paint.
- Every attempt will be made to install your service in 7-10 business days.

Green Tag

Request Permanent Meter (follow check list on back):

- Call your Retail Electric Provider and provide the ESI ID for permanent service. Your request will hold for city inspection a maximum of 20 workdays.
- Once we receive your city inspection, every attempt will be made to meet your requested date.

Closing

Remove Temporary

- Contact your Retail Electric Provider to request the meter and service be removed from your Temporary Pole
- Provide your temporary ESI ID.
- Order should be worked within 3 business days

Home Builders Checklist

In an effort to assist you in meeting your requested service dates, please verify the following items have been completed prior to making your request:

Temporary Service

- Street signs are present.
- Address clearly marked and in plain sight.
- Handhole is not covered or damaged (uncover or report damage to 888-222-8045).
- Provide sufficient flex conduit to reach into transformer or hand hole (underground).
- Service entrance conductors must be a minimum of 24 inches in length (overhead).

Underground Service Installation

- Street signs are present.
- Address clearly marked and in plain sight.
- Handhole is not covered or damaged (uncover or report damage to 888-222-8045).
- Path for trenching is clear of obstructions (including other contractors).
- Meter base location is clearly marked with red paint (if meter base or stub out is not present).
- Customer-owned / private utilities marked or exposed.
 - When requesting electric residential underground service; Texas 811, municipalities, or other governing authorities will not locate privately owned- existing electric, gas, telephone, television, fiber, water, sewer, drainage, sprinkler systems or other foreign lines on private property. You are responsible for locating, marking and/or exposing privately owned lines, prior to installation of underground electric services by Oncor. Oncor or its contractors are not responsible for damages to private lines that have not been marked or exposed.

Permanent Service

- Address clearly marked and in plain sight.
- Underground service installed.
- Handhole is not covered or damaged (uncover or report damage to 888-222-8045).
- Breakers are turned off.
- Temporary wires are removed.
- Meter base is properly attached.

For complete details please consult your Service Guideline Book or visit online:

<http://www.oncor.com/EN/Pages/Electric-Service-Guidelines.aspx>

Unfortunately, if your request is rejected due to a customer issue, we are required to cancel your order. If you can correct the issue the same day, please contact ONCOR Electric Delivery before 5 p.m. at 888- 222-8045.

If you are unable to correct immediately, you will need to make your request again through your Retail Electric Provider.

Home Builders Toolkit: Supplement

Safety First!

- Secondary Service Handholes and Pedestals can be very dangerous if not given the proper respect.
- Both handholes and pedestals contain **energized** electrical equipment.
- Both are fed by **energized** electrical conductors that are only 24 inches deep.
- Damaged handholes and pedestals potentially expose your employees, contractors and customers to severe injury or death.

Avoid Service Delays!

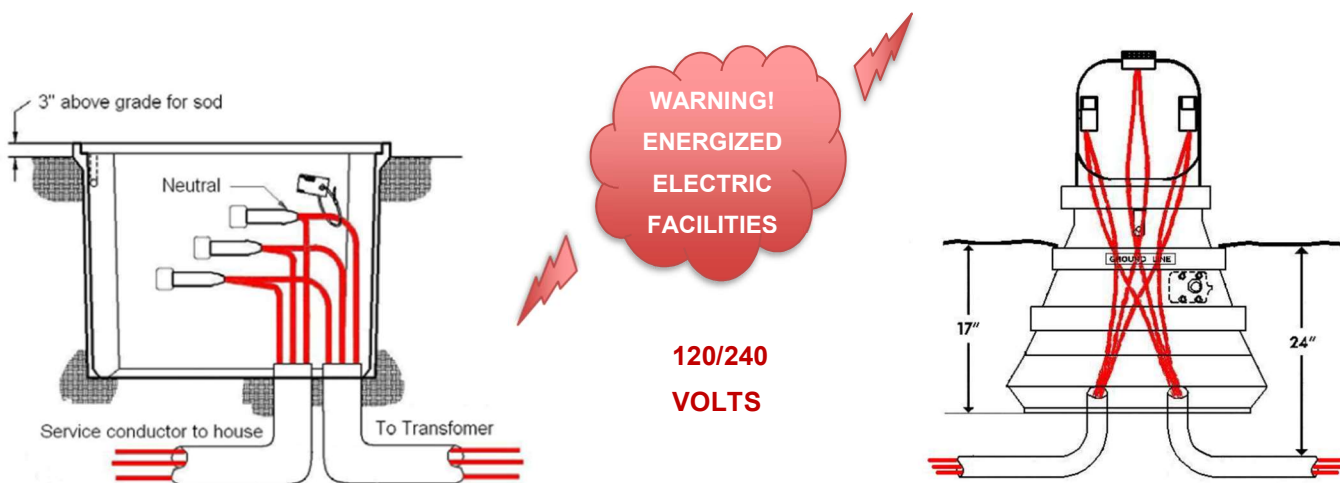
A damaged or buried handhole or pedestal can cause service delays for up to six weeks.

- Most damages occur during lot grading and/or benching / dirt work.
- Buried handholes and pedestals are a result of grade changes after installation. Before digging, call 1-800-DIG-TESS to have underground lines located.

Protect Your Handhole!

Be proactive to assure timely meter and service installations.

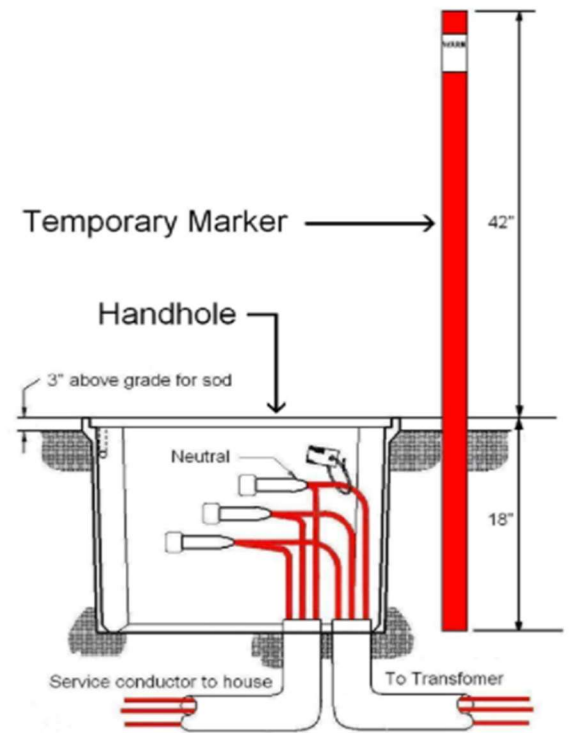
- Communicate the dangers and delays associated with handhole issues with your sub- contractors.
- Look for damaged and raise/lower handhole issues and report them before you need service. Call 888-222-8045 to report handhole or pedestal issues.
- Communicate your final grade requirements to your developer and ONCOR Electric Delivery before construction begins.



Typical Handhole Installation

Typical Pedestal Installation

Handhole Marker



This is a Temporary Marker to be installed during development and removed upon completion of the home.



Builder Request for Underground Service Installation

Office: 1.888.222.8045 | Fax: 888.222.9716 | e-mail: c3ncmc@oncor.com

Fax and e-mail available 24/7

Date:

Builder:	Subdivision:	City / Town:
Contact Person:	Contact Number:	Fax Number:

- ✓ I need underground services installed at the following addresses
- ✓ I have each meter base location clearly marked with red paint on the side of the foundation slab
- ✓ Each location has the address clearly marked and in plain sight
- ✓ The handhole (if applicable) is not buried or broken
- ✓ The lot is within 8" of final grade and the path for the installation is clear of obstructions
- ✓ All private utilities are marked
- ✓ If flatwork and / or retaining wall are installed, a 3" has been installed 27" below final grade and is marked or uncovered at both ends

ADDRESS <i>Must match city inspection and 911 address</i>	CITY/TOWN	ZIP CODE	MAPSCO	MARKED OR STUBBED	POOL	PATH CLEAR	STAGE OF CONST	ESI ID (PREMISE #) <i>To be completed by Oncor Electric Delivery</i>

Oncor Electric Delivery will make every effort to install these services within 7 to 10 days.
I understand if Oncor Electric Delivery or their contractor arrives and cannot complete their work due to my error, the request for that particular address will be cancelled and must be re-ordered once I have corrected the situation.



Builder Request for Underground Service Installation

Office: 1.888.222.8045 | Fax: 888.222.9716 | e-mail: c3ncmc@oncor.com

Fax and e-mail available 24/7

Date:

Builder:	Subdivision:	City / Town:
Contact Person:	Contact Number:	Fax Number:

I, _____, am requesting that Oncor Electric Delivery issue the ESI ID (Premise number) for the following addresses. I understand I need an ID (premise number) for each temporary power pole and for each permanent meter I will have in this subdivision. I am aware this request does not serve as a meter set request. I will provide this premise number when I contact my Retail Electric Provider to request the meter set.

ADDRESS <i>Must match city inspection and 911 address</i>	CITY/TOWN	ZIP CODE	MAPSCO	TEMP POLE (Y/N)	PERMANENT METER (Y/N)	ESI ID (PREMISE #) <i>To be completed by Oncor Electric Delivery</i>