Customer Checklist

Oncor Electric Delivery (Oncor) appreciates the opportunity to serve your project needs and is determined to provide you with the best customer experience. In order to meet all your expectations and electric service deadlines, Oncor will need all the required documents/plans necessary to begin the engineering process.

Below you will find a checklist of items that will help you and Oncor throughout this process. If you have any questions or concerns about the checklist, please contact your Oncor Project Manager (PM) to further assist you.

- [ ] **First Things First: Temporary Power:** (_____/_____/_____)
  - [ ] Obtain your ESI ID (Electric Service Identification Number) for your temporary service by contacting your Oncor PM and providing the correct physical address.
  - [ ] Send a marked up site plan to the Oncor PM that identifies where your point-of-delivery (meter locations) will be for your temporary service.
  - [ ] Send the completed Oncor electrical load form(s) to the Oncor PM for review.
  - [ ] Oncor electrical load forms & guidelines can be found at the following web link: http://www.oncor.com/EN/Pages/Construction-Guidelines.aspx
  - [ ] One electrical load form will be needed for each voltage and phase type. (e.g. – trailer power 1Ø 120/240, construction power 3Ø 120/208, and/or crane power 3Ø 277/480; will require three separate load forms)

- [ ] **Engineering** (_____/_____/_____)
  - [ ] Provide Oncor PM with civil and electrical plans (plat, site plan, riser diagram, electric panel schedule, etc.)
    - [ ] Provide a plan with the preferred transformer location and points-of-delivery.
  - [ ] Provide Oncor PM with completed Oncor electrical load forms related to permanent power. (Same voltage and phase specific requirements as temporary power above)
  - [ ] General contractor contact information: Name, phone number, email address, business address.
  - [ ] Electrical contractor contact information: Name, phone number, email address, business address.
  - [ ] Owner contact information: Name, phone number, email address, business address.
  - [ ] Notify the Oncor PM of any existing Oncor facilities that need to be relocated.

- [ ] **After Electric Load & Plans have been received:** (_____/_____/_____)
  - [ ] Oncor PM will schedule an on-site meeting to review plans, schedule, and discuss options for temporary and permanent service.
  - [ ] Oncor PM will submit electrical load information and plans to Oncor System Planning Department.

- [ ] **Commercial/Residential/Multifamily Developments:** (_____/_____/_____)
  - [ ] Oncor Engineer will design the electric distribution system to serve the new development (temporary and permanent).
  - [ ] Oncor PM will determine if a customer Contribution In Aid of Construction (CIAC) form will be required.
  - [ ] Oncor PM will pre-order any long lead time equipment.
    - [ ] Long lead time equipment may take up to 16-24 weeks to be delivered.
  - [ ] Oncor PM will draft all contracts and invoices.
  - [ ] Oncor PM and customer to discuss easement requirements.

- [ ] **Oncor cannot schedule construction until:** (_____/_____/_____)
  - [ ] Contract(s) have been received.
  - [ ] Payment(s) have been received.
  - [ ] Original easement documents have been executed and received.
    - [ ] A platted utility easement is acceptable, if customer does not wish to execute a separate instrument. The utility easement will need to be approved by Oncor prior to finalizing the plat.
  - [ ] All civil construction by the customer has been approved by an Oncor Inspector.
  - [ ] Construction path has been cleared of any obstacles, including trees within the easement or right-of-way.

PME / SME

- ☐ The site is within 3 (+/-) inches of final grade.
- ☐ All privately owned utilities have been clearly marked in the construction area
  - ☐ e.g. – water lines, gas line, sewer lines, septic fields, irrigation system, etc.
- ☐ Oncor PM schedules an estimated start date for installation of electric distribution facilities.
  - ☐ Please allow adequate time for scheduling an Oncor crew/contractor to be on-site. Oncor crew availability can vary depending on current circumstances (i.e. – weather, holidays, projects previously scheduled, etc.)
  - ☐ Contact your Oncor PM for scheduling updates throughout your project.

☐ **Electric service cannot be energized (meter installed) until:** (_____/_____/_____)

- ☐ Meter socket(s) installed in compliance with Oncor metering specifications.
- ☐ An external main disconnect installed, if required.
- ☐ All construction associated to the meter socket has been completed.
- ☐ Each metered location is clearly marked (physical address, unit#).
- ☐ Single Phase Service: Contact Oncor PM as soon as meter sockets/packs have been installed. Oncor PM will submit an order to have single phase service cable installed; this can take up to 15 business days.
  - ☐ Three Phase Service: Customer's service cables have been installed by the electrical contractor and terminated in the transformer by an Oncor crew/contractor. Customer will be required to provide Oncor with all two-hole approved lugs. Oncor PM will provide the specifications.
- ☐ You have all of your permanent service ESI ID numbers.
  - ☐ Provide Oncor PM with correct physical (911) address for each metered location.
  - ☐ Oncor PM will provide all ESI ID numbers.
- ☐ An approved city inspection (green tag) has been received and applied to the appropriate ESI ID.
- ☐ Customer contacts their Retail Electric Provider (REP) to submit an application for service ("move in order").
- ☐ Customer provides ESI ID numbers to the REP.

Oncor Electric Delivery is dedicated to install electric service by the "Required Service Date" *established between you and your Oncor Project Manager. In the event that there are service delays due to unforeseen circumstances such as weather then we will contact you.*

Project Life Cycle

This document is meant to serve as a point of reference and guide through the average life cycle of a project.

New Status:

- Customer Requests New Service
    - New Service can be requested by visiting the following website:
        - http://www.oncor.com/EN/Pages/Start%20New%20Service.html
- Customer completes and turns in a load sheet
- Work Request is created
    - ESID is assigned and account is place on a hold in CCB until Designer determines if construction is required to serve the new request or not
- Designer initiates contact and schedules a site visit

Design Status:

- Site visit is completed
- Designer drafts design
- Designer determines if an easement is required
    - Should the construction require an easement, customer will be asked to provide relevant documentation and information to aide in the execution of the easement.
- Designer determines if an offsite recommendation is required
    - Upon the Designer's determination that the load information provided will require coordination with our Project Planning department, the Designer will send a request to determine if any offsite work/system upgrades are required to accommodate the requested service.

Approve Status:

- Designer drafts contractual agreements and Statement of Charges
- Customer returns agreement and submits payment, if required.

Scheduling/Staked Status:

- Designer releases job for construction
    - Designer utilizes Field Inspector resources to determine if customers are ready for service
    - If an underground service has been requested, the Designer will place an order for the underground installation upon determination that the location is ready.
    - Designer/Analyst provides updates throughout construction timeframe

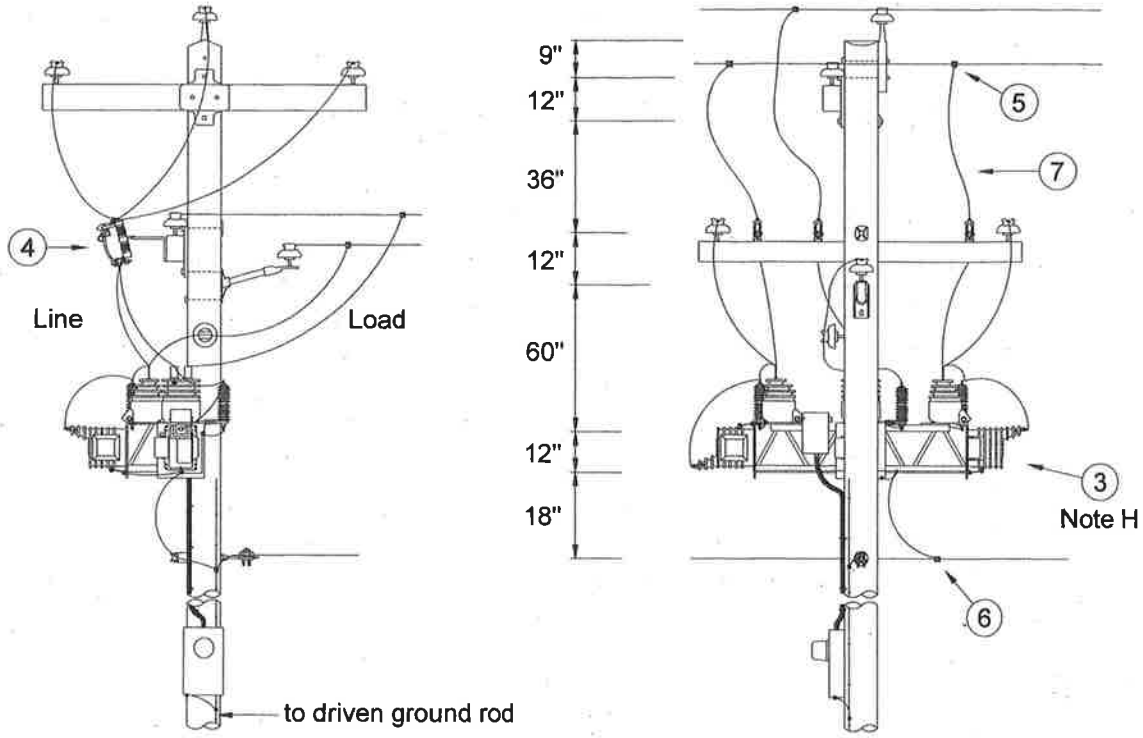
Construction Complete Status:

- Designer/Analyst follows up with the Meter Set Order until complete

All provided lead times are estimates. Customer responsibilities can be found in the Electric Service Guidelines, link provided below and hard copies can be provided upon request. Contact Designer/Analyst with any questions or concerns.

http://www.oncor.com/en/Documents/About%20Oncor/Construction%20Development/Complete%20Electric%20Service%20Guidelines%20Book.pdf

Primary Metering Equipment
Crossarm Construction
Load Less Than 150 A

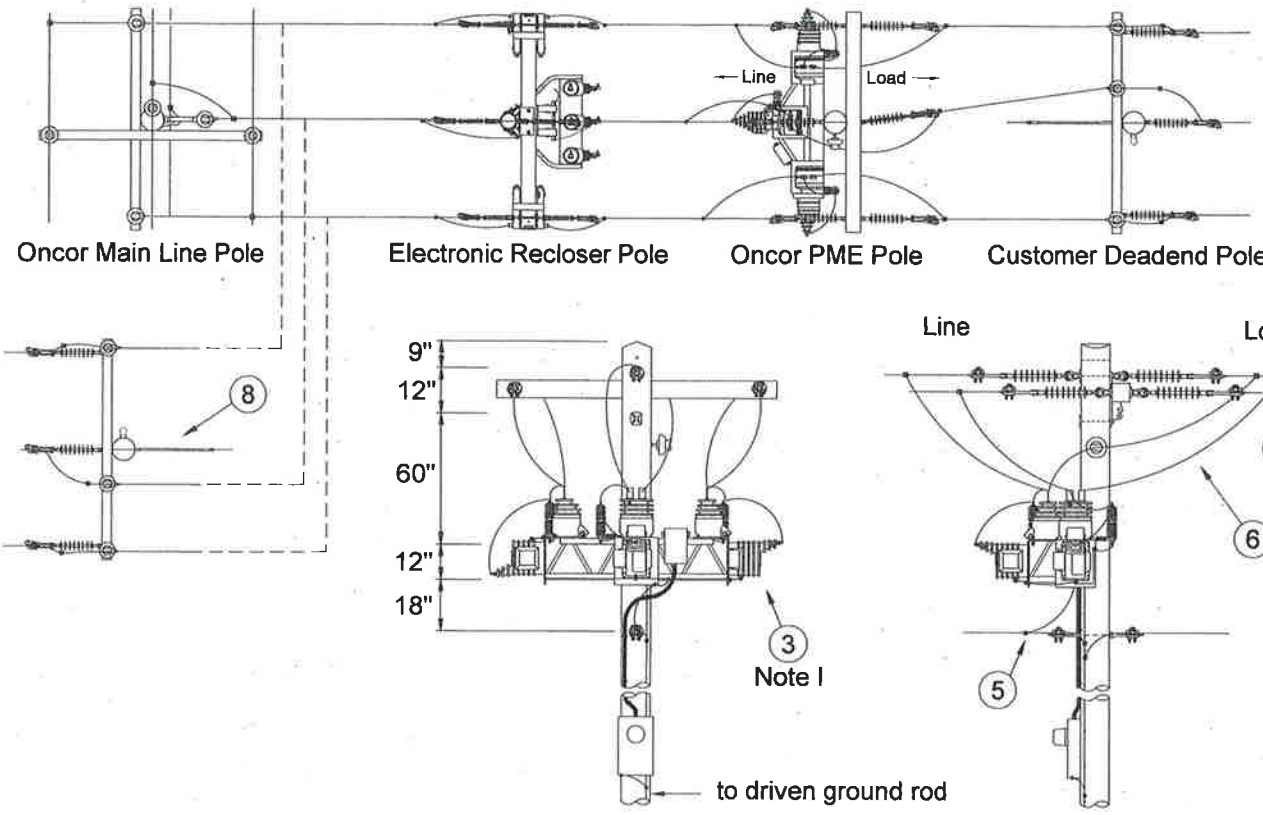


Notes:

A. PME may be installed on separate pole between customer pole and Oncor main line pole if an easement is available.
B. Contact Distribution Planning for fuse coordination.
C. A recloser is required if future load growth is anticipated to exceed 150 A.
D. Customer must properly deadend and guy their pole.
E. Customer must match Oncor's construction framing and pole height.
F. Customer must provide sufficient length conductor to be slacked to PME pole.
G. Oncor will attach customer conductor to PME pole.
H. See Section 804 of the metering handbook for PME details.

ONCOR.

Primary Metering Equipment
Crossarm Construction
Load Greater Than 150 A

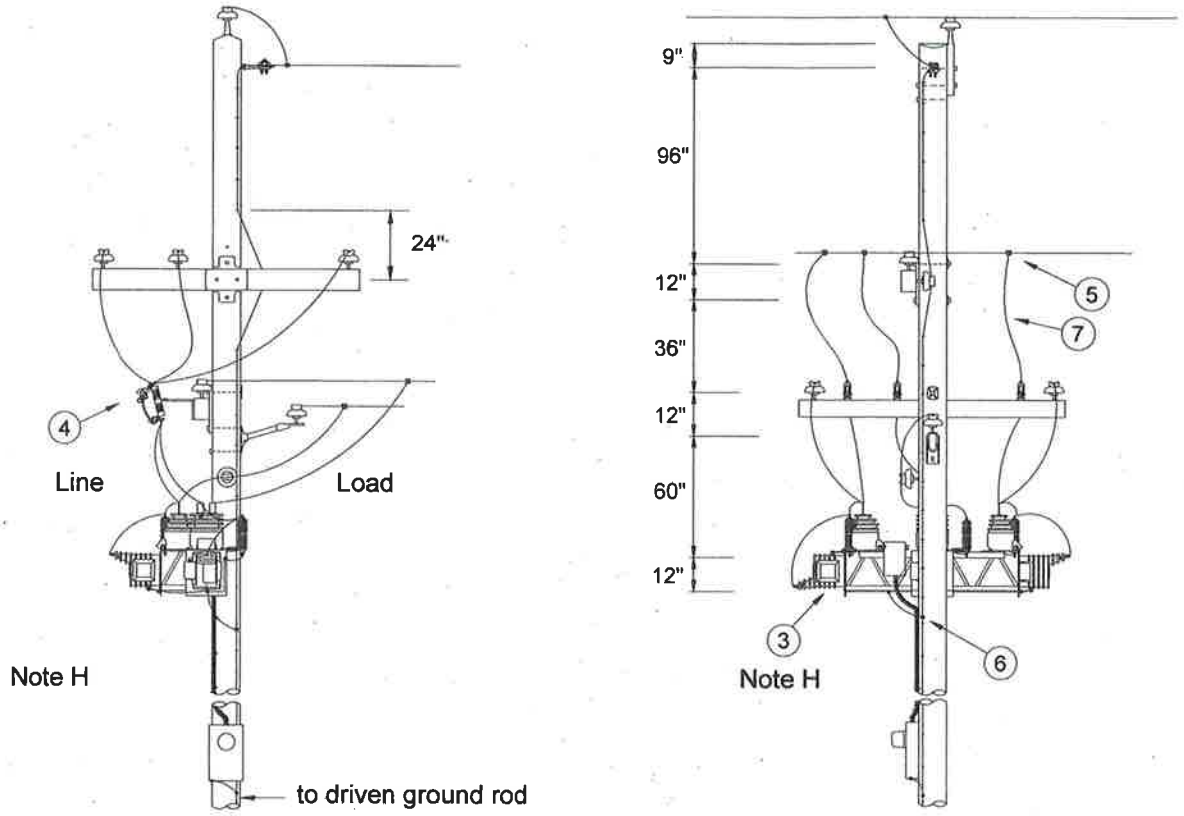


Notes:

A. Oncor must install PME pole separate from main line via slack span.
B. Recloser pole to be installed directly between main line and PME pole.
C. Maximum span length between any two poles is 50 feet.
D. Customer must properly deadend and guy their pole.
E. Customer must match Oncor's construction framing and pole height.
F. Customer must provide sufficient length conductor to be slacked to PME pole.
G. Customer must provide required connectors to be attached to deadend insulators on PME pole.
H. Oncor will attach customer conductor to PME pole.
I. See Section 804 of the metering handbook for PME details.

ONCOR.

Primary Metering Equipment
Shielded Construction
Load Less Than 150 A

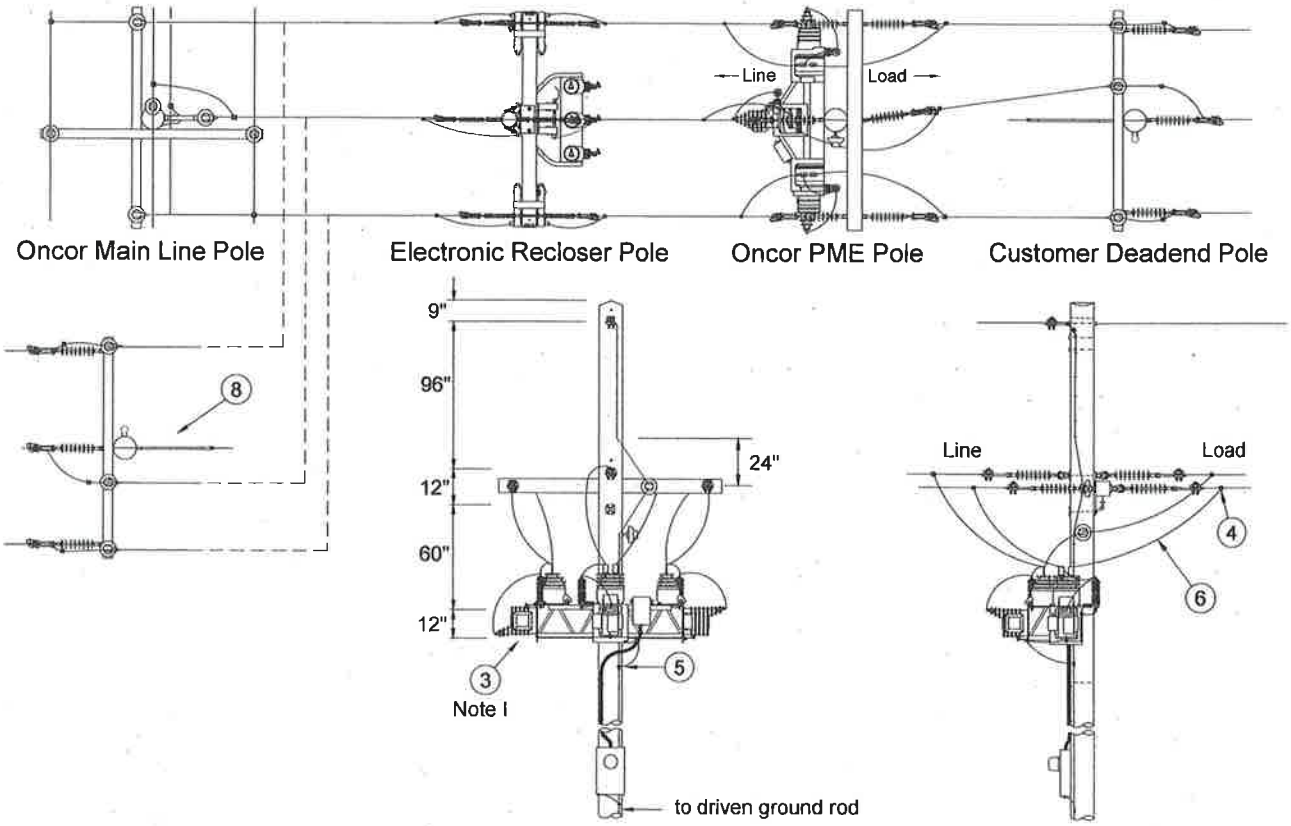


Notes:

A. PME may be installed on separate pole between customer pole and Oncor main line pole if an easement is available.
B. Contact Distribution Planning for fuse coordination.
C. A recloser is required if future load growth is anticipated to exceed 150 A.
D. Customer must properly deadend and guy their pole.
E. Customer must match Oncor's construction framing and pole height.
F. Customer must provide sufficient length conductor to be slacked to PME pole.
G. Oncor will attach customer conductor to PME pole.
H. See Section 804 of the metering handbook for PME details.

ONCOR.

Primary Metering Equipment
Shielded Construction
Load Greater Than 150 A



Notes:

A. Oncor must install PME pole separate from main line via slack span.
B. Recloser pole to be installed directly between main line and PME pole.
C. Maximum span length between any two poles is 50 feet.
D. Customer must properly deadend and guy their pole.
E. Customer must match Oncor's construction framing and pole height.
F. Customer must provide sufficient length conductor to be slacked to PME pole.
G. Customer must provide required connectors to be attached to deadend insulators on PME pole.
H. Oncor will attach customer conductor to PME pole.
I. See Section 804 of the metering handbook for PME details.

ONCOR

METER AND SOCKET APPLICATION GUIDE (cont'd)

TABLE 5-C*

APPLICATION					METER SOCKET				MAX HUB SIZE	MAX # CONDUCTORS MIN/ MAX CONDUCTORS SIZES, TYPICAL DIMENSIONS**
WIRES	PHASE	VOLTS	SERVICE TYPE	MAX AMPS	INSTALLATION TYPE	STOCK NO.	MANUFACTURER*	PART NUMBER		
3	1	240/480	Secondary Service	0 - 200	Mini - Transocket OH or UG	320797	Durham	105777A	One 3"	Source: One #6 - 250 Load: One #6 - 250 Size: 13" x 24" x 9"
3	Network	120/208	Residential or Secondary Service	0 - 200	Self-Contained OH or UG	301392	Eaton Cutler-Hammer Durham Talon/Landis & Gyr Midwest Electric Milbank Talon/Siemens Square D by Schneider Electric	UT-H5213B-ND-CH UT-H5213B-ND 9804-8592 UT-H5213B-ND-MEP U9581-XL S9804-8592 UT-H5213B-ND-SQD	One 2.75"	Source: One #2 – 350 Load: One #2 – 350 Size: 13" x 19" x 5" Note: Equipped with Lever Bypass
3	[A]	240	Secondary Service	0 - 200	Self-Contained OH or UG	301392	Eaton Cutler-Hammer Durham Talon/Landis & Gyr Midwest Electric Milbank Talon/Siemens Square D by Schneider Electric	UT-H5213B-ND-CH UT-H5213B-ND 9804-8592 UT-H5213B-ND-MEP U9581-XL S9804-8592 UT-H5213B-ND-SQD	One 2.75"	Source: One #2 – 350 Load: One #2 – 350 Size: 13" x 19" x 5" Note: Equipped with Lever Bypass
3	[A]	240	Secondary Service	200-600	Med - Transocket OH or UG	301417	Milbank Durham	S2690-XT 1004790A	Two 4"	Source: Two #2 – 600 Load: Two #2 – 600 Size: 18" x 30" x 12"
3	[A]	240	Secondary Service	600 - 1600	Maxi - Transocket OH or UG	302775	Milbank Durham	S3487-4X 1005014A	Four 4"	Source: Two #2 – 600 Load: Two #2 – 600 Size: 30" x 42" x 14"
3	[A]	480	Oil Field Only	0 - 200	Self-Contained OH or UG	301392	Eaton Cutler-Hammer Durham Talon/Landis & Gyr Midwest Electric Milbank Talon/Siemens Square D by Schneider Electric	UT-H5213B-ND-CH UT-H5213B-ND 9804-8592 UT-H5213B-ND-MEP U9581-XL S9804-8592 UT-H5213B-ND-SQD	One 2.75"	Source: One #2 – 350 Load: One #2 – 350 Size: 13" x 19" x 5" Note: Equipped with Lever Bypass
3	[A]	480	Secondary Service	0 - 200	Mini - Transocket OH or UG	312125	Milbank Durham	S3228-DL 1004941B	One 3"	Source: One #6 – 250 Load: One #6 – 250 Size: 13" x 24" x 9"
3	[A]	480	Secondary Service	200 - 600	Med – Transocket OH or UG	301419	Milbank Durham	S3184-XT 1004786C	Two 4"	Source: Two #2 – 600 Load: Two #2 – 600 Size: 18" x 30" x 12"
4	[A]	120/240	Residential or Secondary Service	0 - 200	Self-Contained OH or UG	301394	Eaton Cutler-Hammer Durham Talon/Landis & Gyr Midwest Electric Milbank Talon/Siemens Square D by Schneider Electric	UT-H7213T-HL-CH UT-H7213T-HL 40407-02RL UT-H7213T-HL-MEP U9701-RXL S40407-025RL UT-H7213T-HL-SQD	One 4"	Source: One #6 – 350 Load: One #6 – 350 Size: 13" x 19" x 5" Note: Equipped with Lever Bypass
4	[A]	120/240	Residential or Secondary Service	200 - 320	Self-Contained OH or UG	312883	Eaton Cutler-Hammer Durham Talon/Landis & Gyr Midwest Electric Milbank Talon/Siemens Square D by Schneider Electric	UT-H7306-9T-HL-CH UT-H7306-9T-HL 47707-02RL UT-H7306-9T-HL-MEP U3936-R 47707-02RL UT-H7306-9T-HL-SQD	One 4"	Source: One #2 – 600 or Two #2 - 350 Load: Two #2 - 350 Size: 15" x 35" x 5" Note: Equipment with Lever Bypass

*Manufacturer name and part number subject to change without notice.

** Actual dimensions will vary

Oncor Easement – Grantor Information:

District: _____
WR: _____

In order to properly prepare the easement for Oncor Electric Delivery Company please provide the following information:

- **Exhibit "A"** - two (2) original Exhibit "A" documents prepared by a registered surveyor (signed and sealed) – recommended for commercial property.
  Points to remember in preparing exhibit:
  - Label Easement **"Oncor Electric Delivery Company Easement".** (Exhibits with easements labeled "electric easement" or "utility easement" will be returned for correction.);
  - exhibits should be letter size (8-1/2" x 11") if possible but no larger than legal size (8-1/2" x 14") to be filed with deed records;
  - Include entire lot and nearest intersection whenever possible
  - Include a reference to the Warranty Deed showing ownership of the property on either the drawing or the written description

- **Warranty Deed** – copy of Warranty Deed for the property showing legal ownership of the property

- **Grantor** - Property Owner Name exactly as stated on the Warranty Deed (will be shown as Grantee on Warranty Deed). If owned by a corporation, include the state of incorporation (Ex. ABC Company, L.P., a Texas limited partnership). A copy of the Articles of Incorporation is helpful.

- **Limited Partnership (L.P.)** - if Grantor is a Limited Partnership include General Partner name and state of incorporation (ex. ABC Company L.P., a Delaware corporation, DEFG Company LLC, a Delaware limited liability company, its general partner)

- **Signature Information** - Name and title of whoever will be signing the document (Ex. John Doe, managing partner) – include documentation that gives them the authority to sign the easement. This should be someone who has the authority to make real estate commitments for the property owner.

- **Contact information** – include a contact email address and phone number

Example of the signature page:

ABC Commercial Products, L.P.,
a Texas limited partnership

By: DEF Commercial Products LLC
a Texas limited liability company
its general partner

By: _____
John Doe, President

If you have questions, please contact:

Regarding Electric Design:

Oncor Contact: _____

Phone: _____

Cell: _____

email: _____

Electric Delivery Company LLC,
a Delaware limited liability company

Distribution Easement Information Form
Please Print

Requestor Information (Required)

Name:_____ **Date:**_____
(Requestor)

Primary Contact:_____
Last **First**

Address: _____
Street Address **Apartment/Unit #/Suite**

_____
City **State** **Zip Code**

Phone: _(___)_____ **E-Mail Address:** _____

Property Legal Description (Required)

To expedite include Recorded Legal Description (Lot/Block/Subdivision) volume and page information

_____

_____

*****A Recorded Copy of the Current Vesting Deed is required with this form*****

Additional Identifiable Information

Mapsco Reference: _____

Proximity to Major Intersection: _____
Cross Roads

Property Address

Physical Address: _____

City: _____ **County:** _____

PLEASE NOTE:
Owner will be required to provide a survey of the easement, prepared by a registered professional land surveyor, with signed and sealed metes and bounds description and a pictorial (Exhibit "A"). The survey shall be in 8-1/2" X 11" format and should be legible with clear detail showing all dimensions of the easement, nearest intersections, north arrow, volume/page of the subject property and the easement shaded/cross hatched with a legend identifying the easement area as "Oncor Electric Delivery Company LLC Easement." The survey and drawing must be of legible quality for filing with the County Clerk.

Oncor will not place its facilities upon the property being served unless and until Oncor easement rights have been secured through the vested owner.

The easement to Oncor is to cover Oncor's facilities on the private property of the party requesting Oncor service. Therefore Oncor, as a policy, will not accept any modifications to its standard easement form.

Upon receipt of a completed form and the above mentioned items, Oncor will prepare its standard easement document along with the required survey which shall be forwarded for execution by the vested owner or their authorized agent. At least two original documents should be executed. Oncor will have the document recorded in the deed records of the county in which the property is located.

Please be assured that Oncor is aware of the urgency of your request and will make every effort to expedite your easement.

Site Visit Checklist

- Is the load sheet filled out correctly?
- Has all information been provided?
- Will the load require an offsite submission?
- Will the design require an easement?
    - Can the customer provide the warranty deed or property owner contact?
- Will a transocket be required?
    - Has customer been informed of the required supplemental grounding rod?
- For an underground service, will customer be providing the civil work?
- Has customer been provided with a copy or link to ESG?
- Will pipelines/other easements need to be located?

Customer has been presented all documentation and information provided in Customer Information Packet

Customer Signature ***Date***