



CITY OF BATAVIA

JEFFERY D. SCHIELKE
Mayor

RE: NEW COMMERCIAL – INDUSTRIAL BUILDING PROJECT

Dear Applicant:

Please find the following list of requirements as outlined in our Electrical Ordinance #82-39 which are applicable to your proposed plans for construction located in Batavia. Please be sure to include these requirements in your construction specifications in order to insure that the City will provide electrical service with a minimum of delay. We will also require a detailed site plan showing proposed location of transformer and service along with a one line diagram of your proposed service entrance layout.

The word, “Customer” as used herein is intended to be synonymous with the words, “Developer” or “Builder”.

1. Underground services will be provided at this location and it shall be the responsibility of the Customer to provide the City with a suitable, unobstructed path and all easements necessary for the installation of the underground conductors.
2. The pad-mount transformer, associated hardware, equipment, conductors and all labor costs necessary shall be furnished by the City or its representative and shall be paid by the Customer in the form of a service connection fee.

The appropriate size transformer as determined by the Engineering Services Manager shall be ordered as soon as possible **after a completed Application for Electric Service Installation Application is approved and required fees are received by the City.**

3. The Customer shall furnish the necessary transformer pad as indicated by the attached Transformer Pad Foundation Requirements sheet.

The Customer shall also be required to notify the City of Batavia Municipal Electric Utility at least twenty-four (24) hours before the transformer pad/and vault is installed (Standard Cho-3005).

4. The transformer, as approved by the City, shall be located where it shall not be subject to damage from vehicular traffic. If the transformer has to be located near any kind of vehicular traffic, bumper guards will be provided by the Customer and these guards shall be installed in accordance with the City’s requirements.
5. The Customer shall be responsible for the connection of the secondary conductors to the secondary bushings of the transformer. All connections to the transformer bushings shall be made with the use of compression type lug connectors.
6. Any aluminum wire used within the transformer, current transformer cabinet, or metering cabinet shall be provided by the Customer.

7. If any electric service size is to be 400 amps or more, a transformer-rated style meter socket shall be provided by the Customer.
8. The location of the meter socket(s) must be external to the building and as close as possible to the location of the transformer or current-transformer cabinet. Except where a completely enclosed, but easily accessible meter room has been approved by the Engineering Services Manager.
9. All meter sockets shall be labeled, tagged, or stenciled in a permanent manner showing the complete address and the location of the area served by each meter. Uni-Paint Markers are acceptable for this purpose.

The use of magic-markers for this purpose *will not* be acceptable.

10. Metered load conductors shall not pass through adjacent meter connection devices unless such conductors are an integral part of an approved, pre-wired, multiple position meter socket assembly.
11. For services utilizing self-contained meters each underground service entrance conductor which extends more than a nominal five-feet (5') beyond the meter connection device, shall be provided with over current protection.
12. If a current transformer cabinet is necessary, the Customer shall provide an appropriately sized (minimum of one-inch (1") rigid conduit extending the current transformer cabinet and the meter-connection device.

The City will furnish and install the necessary color-coded conductors, the current transformers, and the meter.

13. If a current transformer is necessary, the Customer shall provide the City with a dimensional drawing of the proposed current transformer cabinet for the City's approval prior to purchasing this equipment.

It shall also be the Customer's responsibility to notify the Electric Utility for inspection of all metering and C.T. and P.T. cabinets (if applicable) before any work by the Electric Utility is to be performed (Standard C60-6010 and C60-6005).

14. Rigid conduits (Steel, Aluminum, or IMC) will be required to be installed from the location of the transformer to the main service panel. With the following exception schedule 40 or equal PVC will be allowed in all locations below grade that are exterior to the building.
- 15-A. **All industrial or commercial customers shall be required to install a fused main disconnect switch which can be used to disconnect the customer's service from the incoming Utility lines.** Such a switch shall contain provisions for the installation of a lock supplied by the Utility in order to prevent unauthorized operation. Provisions shall be made to permit the customer to operate the main disconnect in the event of an emergency and to protect our system from internal faults.
- 15-B. The main disconnect shall be externally operable. This requirement can be met by installing a lockable, externally operable, rain-tight fused disconnect (or main breaker) on the exterior of the building with easy access.

OR

If the main disconnect is interior, a shunt-trip main circuit breaker with the building's switchgear line-up is required. The shunt-trip switch must be located on the exterior of the building as close as possible to the transformer or meter socket. The shunt-trip switch shall be enclosed in a lockable NEMA 3R (Hoffman Cat. #A-6R64HCR or equal) enclosure. Provisions shall be provided on the disconnect or on the shunt-trip enclosure for a 3/8" lock shank.

16. Under no circumstances shall Customer loads be tapped off of the line side of the main disconnect switch.
17. The building's switchgear shall be braced to sustain a minimum of 40,000 amps of symmetrical three (3) phase fault current.
18. Two separate points of grounding must be provided to the building services as required by section 250-81 of the National Electric Code as published by the National Fire Protection Association
19. A single 1.25" poly-pipe or PVC Schedule 40 is to be installed for future fiber optic cables or communication cables.
 - A. Poly-pipe will stub up on the exterior of the building near the meter socket.
 - B. Poly-pipe to be extended from the building to the same location as the 5" PVC primary conduits.
 - C. Only long sweeps shall be used.
 - D. It is suggested to run poly-pipe in the same trench as the secondary conduits, through the transformer pad, and stub even with primary conduits.

This text has attempted to point out some of the most crucial requirements with regards to the installation of the service entrance equipment for this new building. By no means shall this list be construed as being all inclusive of our requirements. A copy of our electric ordinance can be found online at cityofbatavia.net

In addition, please be advised that adherence to the latest issue of the National Electric Code as adopted by the National Fire Protection Association and as approved by the National Standards Institute for the installation of such electric service entrance facilities shall be required. If there are any questions or if any additional information is necessary, please do not hesitate to call our office at your convenience.

Thank you for your cooperation in this matter.

Sincerely,

CITY OF BATAVIA MUNICIPAL ELECTRIC UTILITY

Rahat Bari, Engineering Services Manager