

# Harrison **REMC**

Your Touchstone Energy®  
Cooperative 

Application Process  
Permit Information  
Service Specifications



# Electric

# Service Guide

# Applying for Electric Service

It takes teamwork in order to make any project according to plans. When applying for new electric service, there are steps to follow in an effort to expedite the process. It's a good idea to plan on stopping by our office to take care of business.



---

**2** Application Process/Line Extension Policy

---

**3** County Permits

---

**4** Meter Base

---

**5** Call Before you Dig

---

**6** Wire Chart for Electric Entrance Specifications

---

**7** Temporary Unit Served from Overhead Line

---

**8** Temporary Unit Served from Underground Lines

---

**9** Meter on Building / Overhead Services

---

**10** Meter on Building / Underground Service

---

**11** Meter Pedestal / Underground Service

---

# Application Process

## COUNTY PERMIT

A permit number is needed when applying for service. Apply for your permit at the county offices. This is needed for new services only. A permit number is needed before construction can begin.

## SIGNED EASEMENT & SERVICE AGREEMENT

The REMC requires a signed, notarized easement and service agreement before work can be done. Our customer service specialists are notaries and will be happy to take care of notarizing the easement. The name on the easement must appear exactly as the property is recorded. Many times this requires both the husband and the wife's signature.

## SIGNATURES REQUIRED

The REMC requires a signature for both the service application and the membership application.

## CONNECT FEE

A non-refundable new connect fee is required prior to receiving service. The current fee is \$35, however this fee is subject to change based on the approved schedule of rates.

## SECURITY DEPOSIT

Pending credit approval, the REMC may require a security deposit equal to a two-month average bill before service can be connected.

The REMC accepts Visa, MasterCard, and Discover for your convenience.

# Line Extension Policy

When building your home, you may be asked to pay or contribute to the cost of providing the service. If the cost to build your service exceeds the established construction allowance credit, you will be asked to pay the difference before construction begins.

The REMC furnishes a construction allowance credit toward the cost of installing service to a permanent residence. Costs exceeding this amount require a non-refundable contribution in aid to construction in advance of the line extension.

# County Permits

COUNTY	PHONE	TYPE PERMIT
Harrison County	812-738-8927	Electrical Permit Inspection sticker required in meter base of temporary unit, permanent and upgraded service.
Crawford County	812-338-2142	Electrical Permit It shall be the responsibility of the member to ensure all wiring and electrical equipment meet all NEC code requirements on the member's side of the meter.
Clark County	812-285-6287	Electrical Permit Inspection sticker required in meter base or temporary unit, permanent and upgraded service.
Floyd County	812-948-5440	Electrical Permit Inspection sticker required in meter base of temporary unit, permanent and upgraded service.
Floyd County (New Albany)	812-948-5333	Electrical Permit Inspection sticker required in meter base of temporary unit, permanent and upgraded service.
Washington County	812-883-4961	Building Permit





# Meter Base

- Customer Furnishes and Owns the Meter Base.
- Meter bases must be U.L. listed.
- Meter base jaws must be tin-plated copper.
- All single-phase meter bases rated for 320 amps must be equipped with level-operated jaw release and bypass. The bypass must be rated to carry the full load capacity of the base.
- The minimum width of a 200 amp underground meter base acceptable for use is 11 ¼".
- All meter bases must have a swing style latch or other appropriate latch that will prevent unauthorized access and accept a utility padlock or wire style seal
- All meter base installations must be inspected by the appropriate inspecting authority before electrical service can be connected.
- All installation upgrades and re-wiring of meter bases must be inspected by the appropriate authority.
- Meter bases must be installed according to national, state, and county codes, and according to REMC requirements.
- Meter bases cannot be mounted on homes that do not have permanent foundations. For homes without permanent foundations, bases must be mounted on a meter pedestal.
- Meter bases cannot be located where it will cause a hazard to persons or be subject to damage.
- Meter bases cannot be located in carports, breezeways, enclosed porches, etc. The REMC must have full access at all times.
- Self-contained meter bases for loads exceeding 400 amps or for all installations requiring current transformers contact the REMC.
- Meter bases must be continuous amp rating.
- For Double Lug Meter Base Installations-A disconnect will be required for services to outbuildings, barns, garages, etc.

# Other Requirements

- New meter poles will no longer be offered for new construction. All meter bases shall be mounted to homes with permanent foundations or shall be mounted on a pedestal.
- All new buildings are required to remain 20FT from overhead primary line
- All underground services shall be a minimum of 200AMP
- Standoff Conduit Brackets will be required to be installed below the meter base before REMC will install new service
- When it is determined the new electric facilities will cross other landowners, an easement will need to be obtained by the new customer with the affected landowner(s) signature.
- If member owned utilities, hazards or obstacles are not marked and are damaged by REMC or its contractors, it will be the responsibility of the customer to repair the damage.
- The REMC requires entrance conduit for REMC wires either in right or left knockout on underground installations because of bending radius of cable.
- For three-phase service installations, contact the REMC for specifications.
- Underground services must be at final grade and meter height at 5 feet, 6 inches.
- The REMC must be notified of any hazards or obstacles including member owned utilities (i.e., pipes, septic lines, electrical lines, water lines, etc.) prior to starting construction to extend service overhead or underground. In all cases, hazards and obstacles must be clearly marked and exposed.

## INSTALLATION OF METER BASE

All meter bases must be installed at the closest corner of the structure (side of the house) nearest to the source of service (transformer/pedestal). The REMC will spot the location of the meter base. If the meter base is installed anywhere else on the house, it will be the member's responsibility to relocate the base to the location specified by REMC personnel. The REMC will not run service past the designated location without aid to construction cost to the customer.

### Call before you dig!

Contact the Indiana Underground Plant Protection Service to have all underground utilities located. IUPPS is a free Statewide Utility Notification Service that has been locating underground utility lines since 1984.

Just call 811 at least "2 full working days" but not more than 20 calendar days prior to the start of your excavation to have underground utilities marked. You will need the County and the Township as well as the street address and cross street to properly process your locate request.

# Wire Chart for Electric Entrance

ENTRANCE SIZE	WIRE SIZE	NEUTRAL	CONDUIT PER NESC AND NEC	COPPER CLAD GROUND WIRE	GROUND ROD
Copper					
100 amp	#4	#6	1 ¼"	#6	5/8" x 8'
200 amp	#2/0	#1/0	2"	#4	5/8" x 8'
320	#350 MCM or two 2/0 to 200A panels	#250 MCM or two #1/0 to two 200A panels	2 ½"	#2 or two #4 to single rod	5/8" x 8'
Aluminum					
100 amp	#2	#4	1 ¼"	#6	5/8" x 8'
200 amp	#4/0	#2/0	2"	#4	5/8" x 8'
320	#500 MCM or two #4/0 to two 200A panels	#350 MCM or two #2/0 to two 200A panels	3"	#2 or two #4 to single rod	5/8" x 8'

### NOTE

- Reference service entrance rating requirement for entrance cable per the National Electric Code.
- Exceptions to this are the jurisdiction of the local building inspector.

### SPECIFICATIONS

The five drawings in this service specification guide are for installing a new service or upgrading an existing service.

These drawings include:

1. Overhead service for a temporary unit used while under construction.
2. Underground service for a temporary unit used while under constructions.
3. Overhead service with meter installed on house.
4. Underground service with meter installed on house.

5. Underground service to a customer-built meter pedestal.

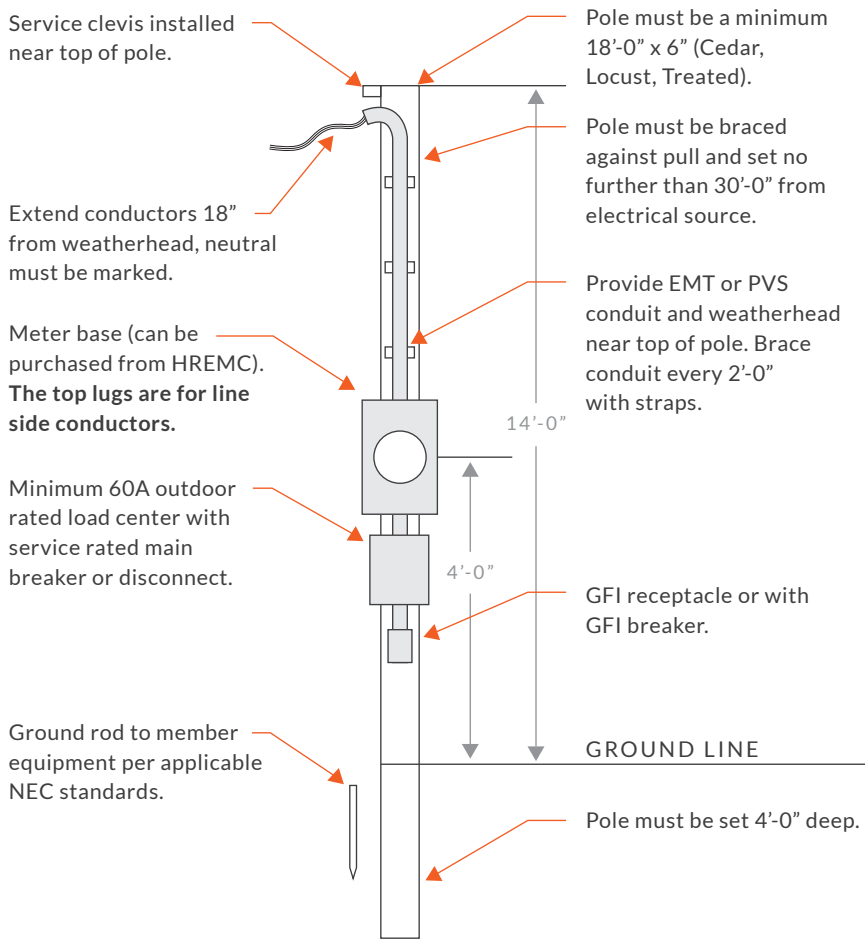
Occasionally, a specification may be needed for some other service than mentioned above. In this case, please consult with the Operations Department for instructions and details.

Installation must always be in accordance with the rules set in the latest revision of the National Electric Code.

# Temporary Unit

## Served From Overhead Lines

Furnished and installed by customer or contractor



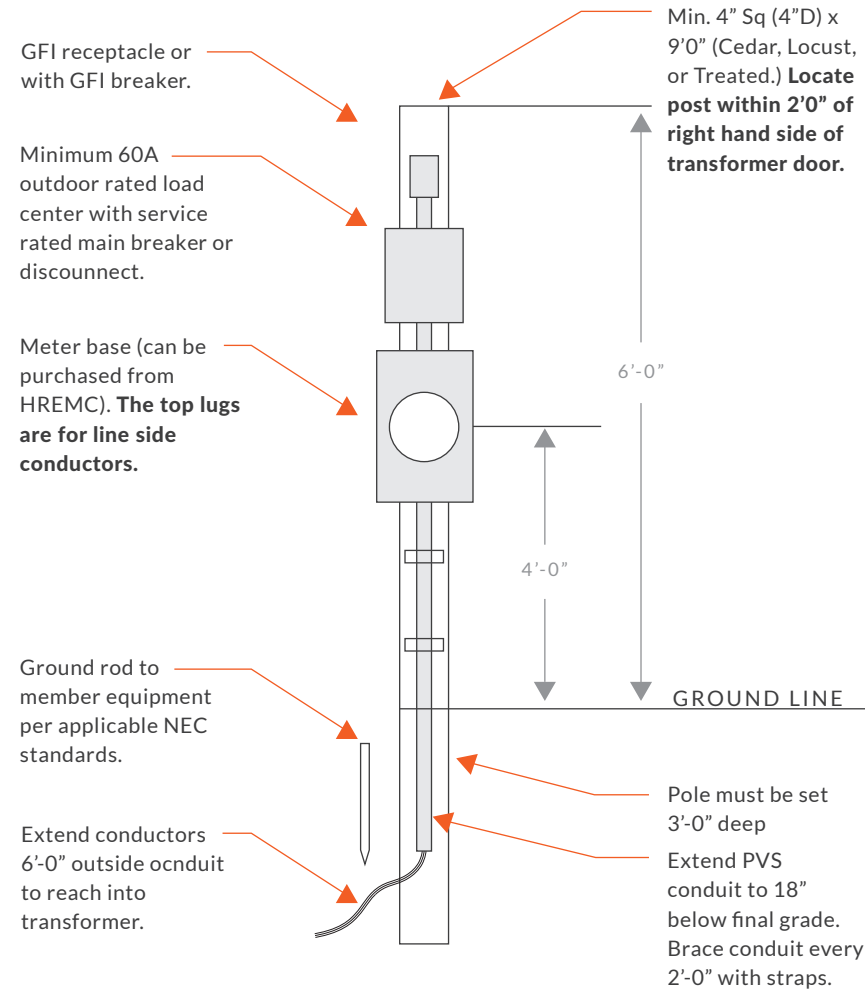
**NOTE**  
Neutral wire must be marked.

**NOTE**  
Customer to install the temporary unit. An REMC representative will determine where the unit will be set by meeting with contractor or customer.

# Temporary Unit

## Served From Underground Lines

Furnished and installed by customer or contractor



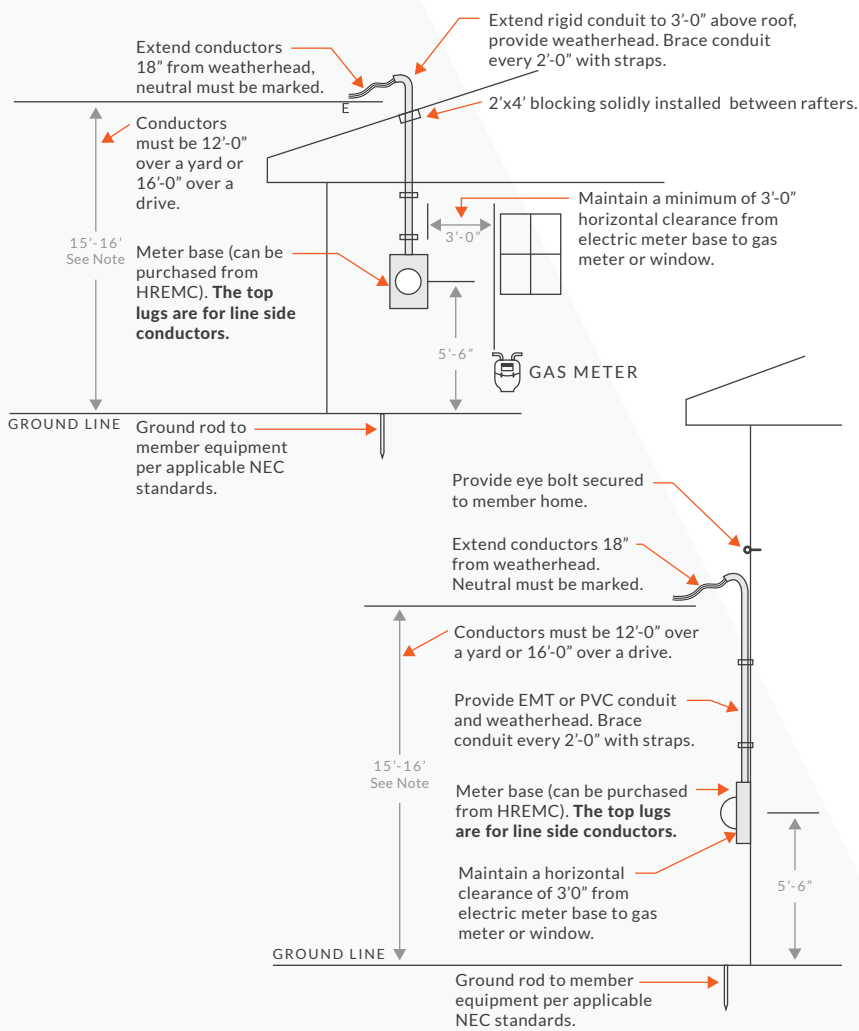
**NOTE**  
Customer to install the temporary unit. Set temporary unit 1' from transformer or pedestal on the right side (looking at lock).

# Meter on Building

## Overhead Service

The customer or electrician will install all grounding, meter base, and complete entrance up to and including the weatherhead.

For a two-story or bi-level with the entrance below overhang, an eyebolt must be installed for REMC attachment.

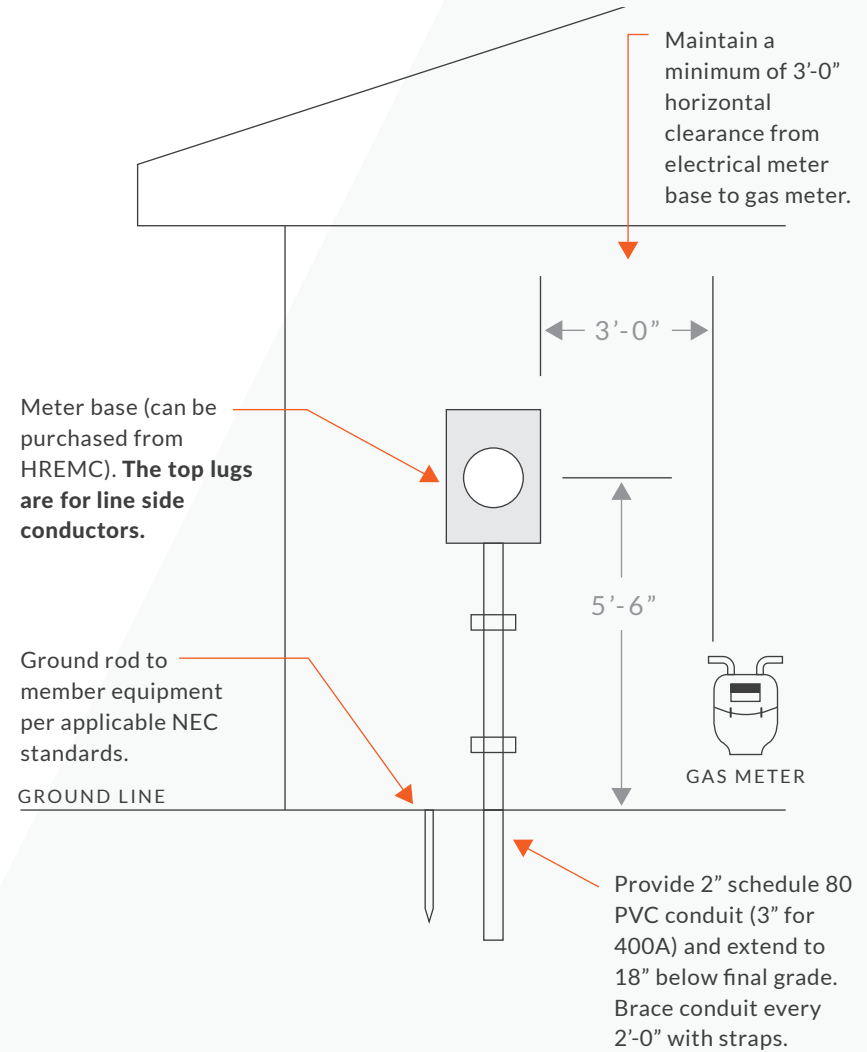


**NOTE**  
Neutral wire must be marked.

# Meter on Building

## Underground Service (Minimum 200 amps)

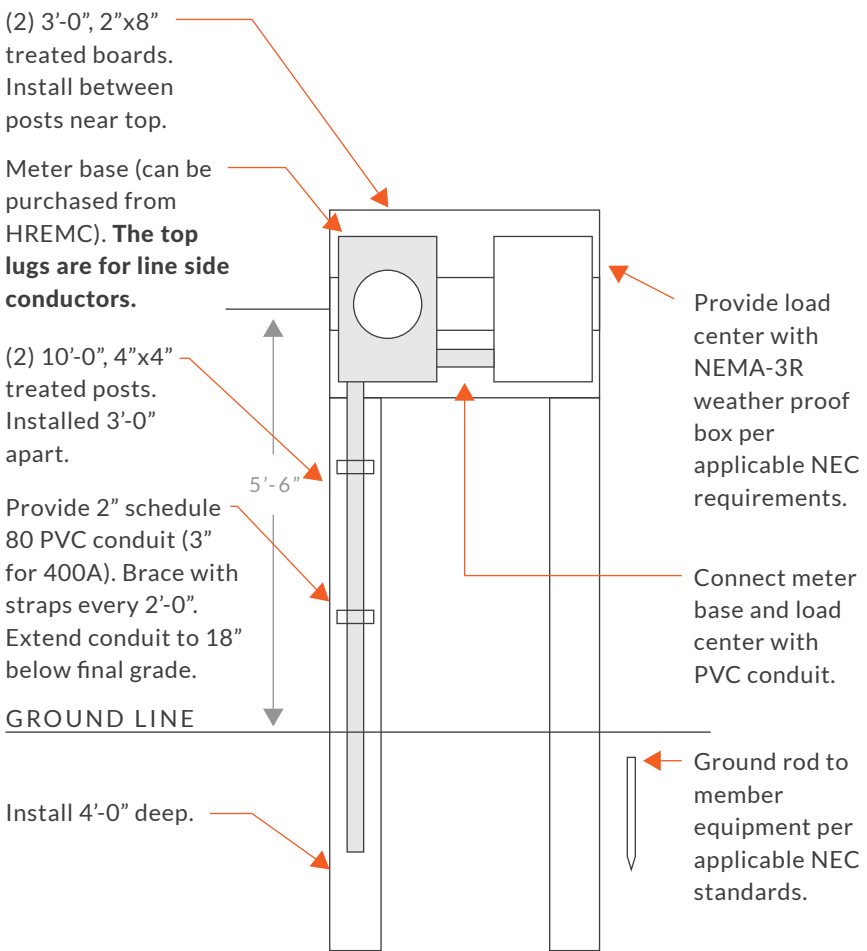
The customer or electrician will completely install the meter base and entrance and will make all connections in circuit protection device. Customer will make connections on bottom lugs of meter base. REMC will install service in customer's conduit and make connections on top lugs of meter base.



# Meter Pedestal

## Underground Service (Minimum 200 amps)

The customer or electrician will completely install the meter base and entrance and will make all connections in circuit protection device. Customer will make connections on bottom lugs of meter base. REMC will install service in customer's conduit and make connection on top lugs of meter base.





# Contact Us

**WEB** [www.harrisonremc.com](http://www.harrisonremc.com)

**PHONE** 812-738-4115

**FAX** 812-738-2378

**E-MAIL** [stakingengineers@harrisonremc.com](mailto:stakingengineers@harrisonremc.com)

**Harrison  
REMC**

Your Touchstone Energy®  
Cooperative 

1165 Old Forest Rd  
P.O. Box 517  
Corydon, IN 47112