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**STEPS FOR UNDERGROUND/OVERHEAD SERVICE INSTALLATION AND HOOK-UP**

**Complete the following steps in the order listed below:**

1. Builder must fill out the Load Data Sheet, page 2 below, and return it to Hyrum City's Power Department. We use the sheet to document inspections and size the service wire/conduit. We will not perform the required trench inspections without a Load Data Sheet. The builder and Hyrum City Power will meet to determine if the service will be underground or overhead.
2. Do not begin work on the service installation before receiving the service design from Hyrum City's Power Department. Any work done that does not meet the Hyrum City Power Department design is at risk of having to be re-done at the cost of the builder/customer.
3. The building site requiring service must have its address marked and visible from the street.
4. For underground service--Dig a trench (30" minimum depth) between the power source and meter equipment.  
For overhead service—Skip to step 7.
5. Install the conduit specified by Hyrum City Power (4" minimum for 3 phase service) to the power source, connect to existing conduit. The meter riser must be aluminum and strapped to the foundation. Call Hyrum City (24 hours in advance) at 435-245-6033 to schedule a required inspection of the trench and conduit prior to backfilling.
6. After you have passed the conduit and trench inspection, cover the conduit with 4" of sand (to prevent the possibility of the conduit being damaged by backfilling with local soil), then 8" of soil. Approximately 1 foot directly above conduit, place red plastic electrical warning tape--3" wide over service, 6" wide over primary-- that reads, "Caution—Buried Electric Cable Below". Leave a tail of warning tape sticking out of the ground at the meter riser and power source. Backfill the trench to final grade.
7. Hyrum City will stick a U.G. Service Inspection Verification label to the inside of the meter base upon completion and inspection of the trench and conduit.
8. Contact Cache County for a power to panel inspection. When you pass the power to panel inspection . . .
9. At this point, you MUST have passed the building Dept. power to panel inspection.  
For underground service—RE, install the wire in the conduit, make the connections in the transformer and meter/CT cabinet. Hyrum City will set the meter.  
  
For overhead service--The builder/customer will provide the wire from the weatherhead to the meter. Hyrum City will provide the wire for the overhead service from the source up to the weatherhead, make connections and set the meter.

HYRUM CITY ELECTRICAL DEPARTMENT  
COMMERCIAL ELECTRIC POWER SERVICE REQUEST

**LOAD DATA SHEET**  
**COMMERCIAL STRUCTURE**  
Underground/Overhead Electric Service Feed

**Architect/Engineer/Builder/Contractor:**

Please submit this form for each commercial structure to be served by Hyrum City Power by means of an underground or overhead service wire. Using the NEC code to size the service wire is acceptable. However, Hyrum City can potentially use the information submitted on this sheet to de-rate the wire size upon request. Also, this form is necessary for Hyrum City to track the required inspections. **Hyrum City will NOT perform any inspections without this form.** Submit the form by email: [larry.coleman@hyrumcity.gov](mailto:larry.coleman@hyrumcity.gov), by fax 435-245-4758, or by delivery to the address 60 West Main, Hyrum, UT. By signing this document, you are hereby acknowledging that the information provided is accurate and that you take responsibility for this information up to and including financial cost for the replacement of Hyrum City equipment due to any inaccuracies contained herein.

**Contractor Contact Information:**

Contractor/consultant name \_\_\_\_\_  
 Contact person \_\_\_\_\_ Day phone # \_\_\_\_\_  
 Cell phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Best contact time  a.m.  p.m.  
 E-mail address: \_\_\_\_\_

**Customer (Owner) Contact Information** *Complete this section if owner and contractor are separate individuals*

Name \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 Day phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_ Best contact time  a.m.  p.m.  
 E-mail address: \_\_\_\_\_

**Service Information** *This section is required*

New service address \_\_\_\_\_ City, State Zip \_\_\_\_\_  
 New service address coordinates (if applicable) \_\_\_\_\_

Subdivision name \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_ Block # \_\_\_\_\_  
 If known, nearest pole or padmount # (pole/equipment tag, 10 or 12 digits) \_\_\_\_\_

Service panel size: \_\_\_\_\_ amps      Size of building: \_\_\_\_\_ total sq. ft.

Load List			
Type	Description	Added Load	Units
HVAC/Refrigeration Equip.			Tons
Largest Motor (code: _____)			HP
Fans/small motors/pumps/compressors			HP
Electric Heating (space/water)			kW
Equipment with large power requirement			kW

