



**So you are building a new home...**

At DP&L we understand the huge effort needed to complete the construction of your home. We want to do our part in providing your new electric service as quickly as possible. To do this, we'll need some basic information to properly design your new electric service.

Enclosed is your DP&L Electric Construction Packet. This packet explains what is required to construct your new electric service and will guide you through the construction process. If needed, DP&L's Construction Control Center Representatives are available on weekdays from 8:00 a.m. to 5:00 p.m. at the numbers listed below to help with your request for electric construction.

**Inside this Construction Packet you will find:**

- ❖ Residential Customer Pre-Construction Guidelines (page 2)
- ❖ Information sheet about Construction Fees, Single Family New Construction, and Temporary Electric Construction Guidelines (page 3)
- ❖ Electric Service Request Application (pages 4 & 5)
- ❖ Authorization to Install Underground and/or Overhead Facilities Form (page 6)

**Please note that we cannot begin processing your request until you have provided:**

- ELECTRIC SERVICE REQUEST APPLICATION** (pages 4 & 5)
- FINAL SITE PLANS**

**Please return information to:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>South Control Center</b><br>Dayton Power & Light<br>Construction Control Center<br>1900 Dryden Rd.<br>Dayton, OH 45439<br>Toll free: 800-424-5578<br>Phone: 937-331-4860<br>Fax: 937-331-4272 | <input type="checkbox"/> <b>North Control Center</b><br>Dayton Power & Light<br>Construction Control Center<br>2385 Campbell Road<br>Sidney, OH 45365<br>Toll free: 800-357-5215<br>Phone: 937-331-3670<br>Fax: 937-331-3680 | <input type="checkbox"/> <b>East Control Center</b><br>Dayton Power & Light<br>Construction Control Center<br>1578 Hoop Road<br>Xenia, OH 45385<br>Toll free: 800-424-5578<br>Phone: 937-331-4860<br>Fax: 937-331-3545 |
|---|--|--|

If your home is being built in Van Wert, Hardin, Mercer, Union, Shelby, Delaware, Champaign, Logan, Darke or Auglaize counties, please mail or fax your information to our North Control Center. If your home is being built in Waynesville, Fairborn, Yellow Springs, Xenia or the following counties: Ross, Clark, Clinton, Pickaway, Brown, Fayette, Highland or Madison, please mail or fax you information to our East Control Center. Requests in any other county in our service territory are served from our South Control Center.

Please allow three weeks after we receive your Electric Service Request Application for the engineer to process your request. If applicable, you will be contacted regarding any associated construction charges.

**We look forward to serving you!**



## Residential Customer Pre-Construction Guidelines

### Customer Responsibilities:

- Fully complete this **Service Information Request Form** and return it along with a copy of the **Final Site Plan**.
- Marking of property pins; posting of a sign with lot number and/or address visible from the street.
- Sign and return easement and/or right-of-way documents for the installation of electric facilities if applicable. You will be contacted if these documents are required.
- For the installation of DP&L electric facilities beneath gravel, concrete or blacktop surfaces, and decks, PVC conduit (schedule 40, UL approved) laced with a pull string must be installed. Our engineer will inform you if this will be required.
- Provide on your property a trench for DP&L's service cable, with a required depth of 30", and be responsible for all utility coordination, backfilling and landscape restoration. Service cable is defined as the cable that feeds between the DP&L transformer and your residence. The trench must be dug from the meter location to within 24" of the source transformer or pedestal or pole. All loose stone and rock are to be removed from the trench. If rocky soil conditions exist the trench must be padded with sand, six inches under and six inches above the cable.
  - You must call the Ohio Utility Protection Service (OUPS) a minimum of two business days before digging at (800) 362-2764. OUPS will notify local member utilities to identify their facilities on your property.
  - Call the Construction Control Center when your trench is open and you are ready for your service cable to be delivered. Please be prepared to provide the trench footage and your service panel size when calling.
- If you are trenching for DP&L's primary cable, you must trench to a required depth of 36". You will also be responsible for all utility coordination, backfilling and landscape restoration. Primary cable is defined as the high voltage cable that feeds from DP&L's facilities to the transformer that serves your residence.
  - You must call the Ohio Utility Protection Service (OUPS) a minimum of two business days before digging at (800) 362-2764.
  - The trench must be dug within 24" of a source transformer or pedestal or pole. All loose stone and rock are to be removed from the trench. If rocky soil conditions exist the trench must be padded with sand, six inches under and six inches above the cable.
- Locating and marking areas with drain tiles, field tiles, leach fields or other privately owned underground facilities when DP&L is trenching on your property. DP&L will not accept responsibility for privately owned underground facilities that are not properly located and identified.
- Trimming or clearing of trees on your property to provide unobstructed access for installation of DP&L electric facilities.
- Have grading within 6" of final grade with unobstructed access for DP&L to install facilities.
  - Sign and return "Authorization to Install Underground and/or Overhead Electric Facilities" form (included on page 6).
- Electrical Inspection released to Dayton Power and Light from Inspecting Authority, usually your local government. In the absence of an inspecting authority a letter needs to be signed by an electrician. Please call the appropriate Construction Control Center to obtain a letter if required.
  - **Note: All electrical work must follow the DP&L Electric Service Standards Handbook which can be found at [www.DP&L.com](http://www.DP&L.com)**



## New Construction Fees

If any fees are required for your electric service request, these must be paid prior to our scheduling construction. You will be notified if new construction fees, contracts or security deposits are needed. Please make your check or money order payable to the Dayton Power and Light Company (include your project address/location and daytime phone number) and mail it to:

**Dayton Power and Light Company**  
**Attn: Pricing and Invoicing**  
**1900 Dryden Rd.**  
**Dayton, Ohio 45439**

## Single Family New Construction

Residential customers may be required to sign a line extension agreement. Barns, garages and mobile homes may also require a line extension agreement.

- You will be sent an agreement to sign and return. You will then be invoiced monthly based on the terms and conditions of the agreement. Invoicing will begin upon completion of the extension.
- For additional information relating to the line extension agreement, refer to Tariff D12. The tariff is available online at [www.DPandL.com](http://www.DPandL.com).

## Temporary Electric Construction Guidelines

- Dayton Power and Light will locate and stake your temporary service location if required after receiving the Service Information Request Form and Final Site Plans.
- Customer will provide and install the meter pole and meter socket at the location that was staked.
- If underground temporary service is requested, customer will provide cable for temporary meter.
- Local and/or State inspection requirements must be met before DP&L will set the meter (please confirm inspection requirements with your local inspecting authority).
- Customers needing permanent service take precedence over customers asking for temporary service. In situations where DP&L facilities are not already available, a request for permanent service will be scheduled ahead of those asking for temporary service.
- **Please note: DP&L cannot guarantee the availability of a temporary service.**



**Electric Service Request Application- Residential**

South Construction Control Center  
 1900 Dryden Road  
 Dayton, OH 45439  
 Toll Free # 1-800-424-5578  
 Local # 937-331-4860  
 Fax # 937-331-4272

North Construction Control Center  
 2385 Campbell Road  
 Sidney, OH 45365  
 Toll Free # 1-800-357-5215  
 Local # 937-331-3670  
 Fax # 937-331-3680

East Region Control Center  
 1578 Hoop Road  
 Xenia, OH 45385  
 Toll Free # 1-800-424-5578  
 Local # 937-331-4860  
 Fax # 937-331-3545

<b>SERVICE REQUESTED:</b>	<b>PERMANENT</b> ____	<b>TEMPORARY</b> ____	<b>DATE PERMANENT SERVICE REQUIRED:</b>	
			<b>DATE TEMPORARY SERVICE REQUESTED:</b>	
<b>CONSTRUCTION ADDRESS (Plat name and lot# if applicable)</b>			<b>CITY</b>	<b>COUNTY</b>
<b>TOWNSHIP</b>	<b>ZIP CODE</b>	<b>HOME PHONE</b>	<b>WORK PHONE</b>	<b>CELL PHONE</b>
<b>MAILING ADDRESS for billing purposes (Include street address, city, state, &amp; zip code)</b>				
<b>Previous DP&amp;L Service Address if applicable (Include street address, city, state, &amp; zip code)</b>				
<b>PERMANENT SERVICE CUSTOMER NAME</b>				
<b>BIRTH DATE</b>		<b>SOCIAL SECURITY #</b>		<b>DRIVER'S LICENSE #</b>
<b>EMPLOYER AND EMPLOYER ADDRESS</b>				
<b>OTHER RESPONSIBLE PARTY IF APPLICABLE</b>				
<b>BIRTH DATE</b>		<b>SOCIAL SECURITY #</b>		<b>DRIVER'S LICENSE #</b>
<b>EMPLOYER AND EMPLOYER ADDRESS</b>				
<b>TEMPORARY SERVICE CUSTOMER NAME</b>				
<b>BIRTH DATE</b>		<b>SOCIAL SECURITY #</b>		<b>DRIVER'S LICENSE #</b>
<b>EMPLOYER AND EMPLOYER ADDRESS</b>				
<b>OTHER RESPONSIBLE PARTY IF APPLICABLE</b>				
<b>BIRTH DATE</b>		<b>SOCIAL SECURITY #</b>		<b>DRIVER'S LICENSE #</b>
<b>EMPLOYER AND EMPLOYER ADDRESS</b>				
<b>PROJECT DESCRIPTION:</b>				
<i>To complete your Electric Service Request, please proceed to the next page</i>				<b>For DP&amp;L Use Only</b>
				SO# _____



**Electric Service Request Application- Residential**

<b>CONSTRUCTION ADDRESS:</b>				
<b>TYPE OF CONSTRUCTION</b>		<b>HOME SIZE: SQUARE FEET</b>		
SINGLE FAMILY _____		LESS THAN 1500 _____		
DUPLEX _____		1501 TO 2500 _____		
MULTI FAMILY _____		2501 TO 3500 _____		
MODULAR _____		3501 TO 4500 _____		
MOBILE HOME _____		4501 TO 5500 _____		
		LARGER THAN 5500 SPECIFY _____		
<b>PERMANENT ELECTRIC SERVICE</b>				
<b>CUSTOMER SERVICE PANEL SIZE</b>	100 AMP _____		<b>GAS</b> _____	
	200 AMP _____		<b>HEAT PUMP GAS</b> _____	
	300 AMP _____		<b>HEAT PUMP ELECTRIC</b> _____	
	400 AMP _____		<b>RESISTANCE ELECTRIC</b> _____	
	LARGER THAN 400 AMP SPECIFY _____ AMP		<b>GEO THERMAL</b> _____	
		*If applicable, please list back-up heat source:		
<b>AIR CONDITIONING</b>	5 TON OR LESS _____		<b>WATER HEATER</b>	
	5 TON LESS THAN 10 _____			<b>GAS</b> _____
	10 TON OR MORE _____			<b>ELECTRIC</b> _____
	CENTRAL _____ WINDOW _____			<b>ON DEMAND</b> _____
<b>WILL YOU HAVE A BARN OR GARAGE BACK-FED FROM THE HOUSE?</b> YES _____ NO _____ Please List:				
<b>WILL YOU HAVE WELDING EQUIPMENT?</b> Yes _____ No _____ If yes, please specify size _____ AMP and Type: _____		<b>WILL YOU HAVE MOTORS LARGER THAT 10 HP?</b> Yes _____ No _____ If yes, please specify size of motor: _____ HP		
<b>GENERAL CONTRACTOR NAME:</b>		<b>ELECTRICIAN NAME:</b>		
<b>PHONE:</b>		<b>PHONE:</b>		
<b>CELL:</b>		<b>CELL:</b>		
<b>ADDITIONAL INFORMATION/ INSTRUCTIONS:</b>				
For example: Will you have a pool or hot tub?				
If the information supplied to DP&L on this form is incorrect, the party signing below is responsible for all re-engineering costs and additional construction costs that may result from engineering charges. You are responsible for informing DP&L of changes to this Electric Service Request Form. Your signature below confirms your understanding of these responsibilities. This request for service will not be processed without the signature of the responsible party.				
<b>Signature of Customer Requesting Service:</b>		<b>DATE:</b>		
_____		_____		
<b>REMINDER: HAVE YOU INCLUDED THE SITE PLAN? HAVE YOU SIGNED THE FORM?</b>				



**Authorization to Install Underground and/or Overhead Electric Facilities**

**PLEASE READ CAREFULLY**

**Do not submit this authorization form until the excavation grading is within six inches of final grade and there is unobstructed access for DP&L to install facilities.**

- o This form authorizes the Dayton Power & Light Company (DP&L) to proceed with the installation of underground and/or overhead electric utilities located at:

Address:	City:	State:	Zip Code:
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This confirms that:

1. Excavation to within six inches of final grade has been established over the underground or overhead electric construction route before DP&L construction can begin.
2. All staking and street crossing ducts requested on DP&L project prints have been installed.
3. There is unobstructed access for DP&L to install facilities.
4. Customer owned underground facilities are properly located and marked (e.g., drain tiles, field tiles, leach field, etc.).

**In advance of DP&L construction, please make sure you agree with our equipment locations (padmount transformer, pole, etc.). You will be responsible for any additional expenses incurred by DP&L as the result of grade changes, improperly identified property lines, street crossing ducts not installed, or facility relocation.**

I, \_\_\_\_\_, \_\_\_\_\_ have read and  
(Name) (Title)  
understand this authorization.

<b>X</b>	<b>Signature:</b> _____ <b>Date:</b> _____
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<b>FOR DP&amp;L USE ONLY</b>
SO #: _____