

Residential Subdivision Checklist



Job Name: _____

Date:

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Submit a Work Request over the Internet, by fax or by phone.

Web: https://www.nationalgridus.com/masselectric/construction/forms/work_request.asp
https://www.nationalgridus.com/granitestate/construction/forms/work_request.asp
https://www.nationalgridus.com/narragansett/construction/forms/work_request.asp
https://www.nationalgridus.com/nantucket/construction/forms/work_request.asp

Fax: 1-888-266-8094
Telephone: 1-800-375-7405

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Receive your Work Request Number, enter here: _____

Note: This should be received within 3 days.

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Business Services Representative for this job is: _____

Phone: _____

Fax: _____

Email: _____

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Submit Load Information Form.

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Submit Easement Application Form **and** a copy of the property deed

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Submit an electronic copy of the site plan and one hard copy of the plot plan approved by the municipality with the Plan Book number and Plan number.

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Submit a one-line diagram indicating the main switch size and the metering requirements.

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Submit Order of Conditions OR Notice of Intent documentation indicating any environmental issues relating to the property.

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Receive notice of the construction fees, if necessary, which must be paid prior to construction.

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Submit payment of any required construction fees.

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Receive, sign and return 2 copies of a Service Agreement which details the type of electric service being installed.

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Attend a preconstruction meeting to review the design, material specifications and construction responsibilities:

Date of meeting: _____

Engineering Contact: _____ Phone: _____

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Receive, sign, notarize and return the easement document without which the project will not be scheduled for construction.

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Receive an electrical design drawing depicting the new electric service installation.

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Supply and install all equipment in accordance with the Electric Service Information & Requirements (The "Green Book").

Note: Please refer to Article 1004 for protective equipment requirements.

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Receive any supplemental construction standards that may be required for 15 kV class, three-phase installations and

Underground Residential Developments

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Call for any required trench inspections at least **3 days** prior to the inspection.

Inspector: _____ Phone: _____ Inspection Date: _____

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Call for any required transformer foundation and ground grid inspections at least **3 days** prior to the inspection.

Note: Do not pull the secondary conductors until the transformer has been delivered.

Inspector: _____ Phone: _____ Inspection Date: _____

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After all of the above are completed, receive a date for installing your new service which will require

a minimum of 2 weeks lead time. Scheduled Install Date: _____

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Have the Municipal Wiring Inspection approval reported for this Work Request # _____

to us by having the Wiring Inspector call 1-800-375-7405

Note: The construction can be completed prior to receipt of the Municipal Inspection approval. However,

the job will not be energized until this approval is received.

Scheduled Energize Date: _____