

Commercial or Industrial Facility Checklist



Job Name: _____

Date:

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

Receive your Work Request Number, enter here: _____

Note: This should be received within 3 days.

Business Services Representative for this job is: _____

Phone: _____

Fax: _____

Email: _____

Submit Load Information Form.

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

Submit an electronic copy of the site plan.

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

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

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

Submit payment of any required construction fees.

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

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

Date of meeting: _____

Engineering Contact: _____ Phone: _____

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

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

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.

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

Underground Residential Developments

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

Inspector: _____ Phone: _____ Inspection Date: _____

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: _____

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: _____

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: _____