comed℠
AN EXELON COMPANY

Modification & Relocation Service Application

DIRECTIONS: Please save a copy of this form to your computer by selecting "**FILE/SAVE AS**" before entering text and numbers. Then fill in your information electronically and select "**SAVE**." Note that this form requires the current Adobe Reader® version to function properly. Download the most recent version of Adobe Reader® at **http://get.adobe.com/reader**.

Application Process

Below is the process to receive any type of electric service from ComEd:

1 Establish or Verify Your Account

If you have an existing ComEd account please enter the number in the "Existing ComEd Account #" field. If this is a new service and you need to establish a ComEd account you must provide a SSN (Residential) or TaxID (Commercial) for account setup by calling ComEd at **1-866-639-3532 (1-866-New-Elec)**. If this information is not provided, you can continue your submission, but a customer service representative will have to contact you before your application can be processed.

2 Complete and Submit Service Application

Please work with a licensed electrical professional to complete your application. You have two options for submitting your information:

Preferred Method: Enter your information directly into the **New Business Portal** online form. You will immediately receive a confirmation number for tracking your project status.

Alternative Method: You may email your completed pdf application to **ServiceApplications@ComEd.com**.

3 Coordinate with Project Lead

You will be assigned a ComEd Project Lead who will determine how we can best meet your electric service needs and will contact you to learn more about your project. If needed, the assigned Project Lead will meet you at the project site to take measurements and evaluate equipment. They will create an agreement, a summary of any applicable charges, and diagrams depicting the service and will mail or email the documents to you.

4 Service Authorization

Review all documents provided by your ComEd Project Lead, sign and return them to your representative along with payment, if applicable, to authorize work to begin.

5 "Service Need" Date Determination

The "start work" and "service need" dates will be negotiated with you and every effort will be made to meet your "preferred service" date. Delays in submitting the necessary documentation or changes to the project may adversely impact the "service need" date.

6 "Service Need" Date Confirmation

Four weeks prior to the "start work" date, your ComEd representative will contact you to confirm whether work can begin. If the work cannot begin, the "start work" and "service need" dates will be adjusted accordingly. The new dates will be subject to ComEd's workload and resource availability.

7 Final Inspection

Two weeks prior to the "start work" date, ComEd will perform an on-site inspection to verify the site is ready for work to begin. If the site is not ready, ComEd will let you know what needs to be done to make the site ready. ComEd reserves the right to reschedule the "start work" and "service need" dates based on the work required to make the site ready.

General Service Notes

- Unanticipated events such as severe weather or other emergencies may delay the "start work" or meeting the "service need" date. ComEd will make every attempt to notify you as soon as it becomes aware of such delays.
- Like any other business, ComEd is obligated to obtain all necessary permits before beginning work. Promptly returning accurate and complete documents can help expedite this process.
- The "service need" date may be impacted depending on the amount of offsite work ComEd may need to perform.
- If ComEd crews are required to work outside of normal weekday hours, overtime labor charges will apply.
- For more information about the ComEd New Business process, please go to: **ComEd.com/NewBusiness**

New, Revised And Temporary Service Notes

- The date service that is provided may be impacted depended on the existing capacity of the area.
- Some municipalities may require separate Fire Pump and Emergency services. Please remember to include these services on your New Service application if applicable.
- You may be required to provide easements and space on your property, or inside your building for ComEd equipment.

Metering Notes

Please be aware that the ComEd System Meter department must approve the installation of main electrical panels and all associated new electrical equipment that are rated greater or equal to 1,200 amps & any service that is greater than 600 volts.

To obtain approval, email the following documents to **SWBD.Approvals@ComEd.com**:

- ☐ The ComEd Service Application (completely filled out)
- ☐ A PDF of the existing or planned electrical/power system one-line diagram which illustrates the meter current transformer cabinet, switchgear, power panels and disconnect switch sequence.
- ☐ A PDF diagram* of the physical equipment which you plan to install (e.g., meter current transformer cabinet, switchgear and/or power panels).
- ☐ One line drawings for multi-unit buildings must show the location and amount of meters cabinets on each floor for approval.

Allow the ComEd System Meter department *10 business days* to review and return your drawings.

All customer-submitted plans/drawings must be stamped *ComEd* approved before service can be provided.

Individual residential units are treated as separate customers requiring separate metering per the ComEd rate book **(ComEd.com/Rates)**.

A diagram must be provided for* **each *switchboard needing approval. These diagrams may be found in your project's electrical plans and manufacturer's specifications. Confer with your electrical contractor, architect or engineer. Always include the name of the equipment manufacturer and model number in the title block.*

Other

Please note that all customers now have a choice of electric suppliers, electric rates, metering option, etc. For more information, visit our website at **ComEd.com/Choice** or call our Business Solutions at **1-877-426-6331 (1-877-4-ComEd-1)**.

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

SITE & BUILDING INFORMATION

Project Name	Project Type	Existing ComEd Account #

Site Address	City	ZIP Code

Requested Service

☐ Add Load ☐ Remove Load ☐ Permanent Relocation ☐ Temporary Relocation

Residential # of Units	Total Residential Sq. Footage	Commercial # of Units	Total Commercial Sq. Footage

Hours of Normal Operation

Start: ☐ AM ☐ PM End: ☐ AM ☐ PM ☐ 24-hour

NEW EQUIPMENT AND VOLTAGE

☐ **SAME AS EXISTING**

Preferred Service Equipment Type

☐ Underground ☐ Overhead ☐ Vault/High-rise ☐ Traffic Control

Service Voltage

☐ 120/240V 1-phase 3-wire ☐ 120/240V 3-phase 4-wire ☐ 120/208V 3-phase 4-wire ☐ 277/480V 3-phase 4-wire

☐ 480V 3-phase 3-wire (B-phase grounded, not allowed in Chicago) ☐ 480V 3-phase 3-wire (ungrounded, req. special equipment & approval)

☐ 4kV ☐ 12kV ☐ 34kV ☐ Other:

EXISTING EQUIPMENT AND VOLTAGE

☐ **TO BE REMOVED**

Preferred Service Equipment Type

☐ Underground ☐ Overhead ☐ Vault/High-rise ☐ Traffic Control

Service Voltage

☐ 120/240V 1-phase 3-wire ☐ 120/240V 3-phase 4-wire ☐ 120/208V 3-phase 4-wire ☐ 277/480V 3-phase 4-wire

☐ 480V 3-phase 3-wire (B-phase grounded, not allowed in Chicago) ☐ 480V 3-phase 3-wire (ungrounded, req. special equipment & approval)

☐ 4kV ☐ 12kV ☐ 34kV ☐ Other:

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

PROJECT NAME
SWITCH NAME

NEW SWITCH INFORMATION (If more than one, please attach the following information per switch)

☐ SAME AS EXISTING

Switch Name		# Total Switches for Project	# Switches Identical to This App
Switch Location, if known		Switch Size (amps)	Size of Conductor
Switch Rating (%)	Number of Secondary Sets	Conductor Material ☐ CU ☐ AL	

EXISTING SWITCH INFORMATION (If more than one, please attach the following information per switch)

☐ TO BE REMOVED

Switch Name		# Total Switches for Project	# Switches Identical to This App
Switch Location, if known		Switch Size (amps)	Size of Conductor
Switch Rating (%)	Number of Secondary Sets	Conductor Material ☐ CU ☐ AL	

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

PROJECT NAME
SWITCH NAME

NEW LOAD INFORMATION (All loads should be shown in kW, with a power factor of .85 used for conversion from KVA)

Category	Description	1-Phase Connected Load	1-Phase Diversified Capacity*	3-Phase Connected Load	3-Phase Diversified Capacity*
Lighting					
Appliances					
Receptacle					
Process Heat					
Water Heat					
Motors**					
HVAC/Heating					
HVAC/Cooling					
Ventilation-All Year					
Other					
Total					

NEW MOTOR INFORMATION (Please provide mechanical switchboard schedule)

Equipment Type	Qty	Voltage	HP	Starting Amps	Full Load Amps	Starter Type	Starter FLA Coefficient	# of Starts Per Day	NEMA Code	Position in Starting Sequence

**Diversify connected load per Chicago Electrical Code in the City of Chicago and applicable areas, diversify per National Electrical Code in all other areas.*

***Please provide mechanical switchboard schedule.*

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

PROJECT NAME
SWITCH NAME

EXISTING LOAD INFORMATION (All loads should be shown in kW, with a power factor of .85 used for conversion from KVA)

Category	Description	1-Phase Connected Load	1-Phase Diversified Capacity*	3-Phase Connected Load	3-Phase Diversified Capacity*
Lighting					
Appliances					
Receptacle					
Process Heat					
Water Heat					
Motors**					
HVAC/Heating					
HVAC/Cooling					
Ventilation-All Year					
Other					
Total					

EXISTING MOTOR INFORMATION (Please provide mechanical switchboard schedule)

Equipment Type	Qty	Voltage	HP	Starting Amps	Full Load Amps	Starter Type	Starter FLA Coefficient	# of Starts Per Day	NEMA Code	Position in Starting Sequence

**Diversify connected load per Chicago Electrical Code in the City of Chicago and applicable areas, diversify per National Electrical Code in all other areas.*

***Please provide mechanical switchboard schedule.*

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

PROJECT NAME
SWITCH NAME

REMOVED LOAD INFORMATION (All loads should be shown in kW, with a power factor of .85 used for conversion from KVA)

Category	Description	1-Phase Connected Load	1-Phase Diversified Capacity*	3-Phase Connected Load	3-Phase Diversified Capacity*
Lighting					
Appliances					
Receptacle					
Process Heat					
Water Heat					
Motors**					
HVAC/Heating					
HVAC/Cooling					
Ventilation-All Year					
Other					
Total					

REMOVED MOTOR INFORMATION (Please provide mechanical switchboard schedule)

Equipment Type	Qty	Voltage	HP	Starting Amps	Full Load Amps	Starter Type	Starter FLA Coefficient	# of Starts Per Day	NEMA Code	Position in Starting Sequence

**Diversify connected load per Chicago Electrical Code in the City of Chicago and applicable areas, diversify per National Electrical Code in all other areas.*

***Please provide mechanical switchboard schedule.*

Modification & Relocation Load Information

Form To Be Completed By Qualified Electrical Professional

PROJECT NAME
SWITCH NAME

WELDER INFORMATION

Description	Qty	Voltage	Size (kVA)	Type	Full Load Amps	P.F. at Peak	Starter FLA Coefficient	Welds Per Minute	Cycles Per Weld	Hour Per Day Use

Please fill out welder table if welder load required.

Modification & Relocation Project Information

SITE INFORMATION

Project Name		Contact Name	
Site Address		City	ZIP Code
Contact Email	Contact Phone	Total Number of Service Entrance Locations	
Electrical Permit #	Date of Groundbreaking	Total Number of Switches (Points of Service)	
Date ComEd Can Begin Work	Preferred Service Date	Total Number of Meters Requested	

BUSINESS INFORMATION

Legal name of entity (electric consumer)	Tax I.D.	Existing ComEd Account #

☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Other:

PRINCIPLE(S) to sign agreements for service, easements, etc.

Property Owner	Phone
Building Owner	Phone
Building Manager	Phone

Modification & Relocation Project Information

PROJECT NAME

MAILING ADDRESS FOR AGREEMENTS

Company	Email	Phone	Fax

Address	City	State	ZIP code

MAILING ADDRESS FOR ELECTRIC BILLS

Company	Email	Phone	Fax

Address	City	State	ZIP code

PROJECT CONTACTS

Consulting Engineer	Firm Name

Address	City	State	ZIP Code

Email	Phone	Fax

General Contractor	Firm Name

Address	City	State	ZIP Code

Email	Phone	Fax

Modification & Relocation Project Information

PROJECT NAME

Electrical Contractor	Firm Name		
Address	City	State	ZIP Code
Email	Phone	Fax	

Other	Role	Firm Name		
Address		City	State	ZIP Code
Email	Phone	Fax		

REQUIRED DOCUMENTS

The following documents may be required (items are required for non-overhead services):

- Plat of Survey with legal description of property (for easement, if required)
- Site Plan showing building relative to property lines and elevation information for multi-story buildings – mark service entrance location(s)
- Civil drawings (showing water, sewer, gas, phone, electric, pavement, grading, etc.)
- Complete electrical drawings and/or load detail sheets

INFORMATION PROVIDED BY

Signature	Print Name	Date

Please work with a licensed electrical professional to complete your application.
You may email your completed PDF application to **ServiceApplications@ComEd.com**.

Modification & Relocation Customer Meter Checklist

The following must be complete before any meters can be set (Check all that apply)

GENERAL REQUIREMENTS

- ☐ If applicable, a permit must be obtained prior to ComEd notification and/or approval.
- ☐ All fittings must have a CECHA stamp to receive ComEd approval. Fittings must be located in a ComEd approved location.
- ☐ All meter sockets must be clearly identified with unit number, fire pump, building meter, etc. on the fitting.
- ☐ All units must be clearly identified, using the final unit number, designation and/or address on the unit's breaker panel.
- ☐ All load wires must be landed and terminated between the meter socket and unit panels.
- ☐ All new and existing services must have required grounds.
- ☐ One line drawings for multi-unit buildings must show the location and amount of meters cabinets on each floor for approval.
- ☐ Individual residential units are treated as separate customers requiring separate metering per the ComEd rate book **(ComEd.com/Rates)**.
- ☐ No empty meter fittings allowed; if meter housing will not be used, please remove meter connection hardware and secure with blank metal face plate.

SINGLE-PHASE METERING

- ☐ A fifth jaw is required at the nine o'clock position of the socket for "WYE" (120/208v) services.
- ☐ If there is no bypass handle provided on the socket, jumping studs/horns are required on the line and load connectors of the meter fitting. Meter fitting(s) must be proper height. Service attachment (I-plate) must be installed in proper location and must be within minimum and maximum height clearances.
- ☐ Trees on private property must be trimmed and/or removed as needed by the customer to allow service drop installation.

THREE-PHASE SELF-CONTAINED METERING

- ☐ All three-phase, 120/240V, four-wire, self-contained meter installations (200 Amps or less), the high phase must be attached on the right side of the fitting and clearly identified within the meter fitting and at the weatherhead.
- ☐ All phases and the neutral must be clearly identified.
- ☐ An integrated bypass lever is required for all three-phase, self-contained meter fittings.

THREE-PHASE TRANSFORMER-RATED METERING

- ☐ High phase must be in the center position in all current-transformer cabinet installations.
- ☐ Please make sure the switchgear size, estimated demand load and voltages have been provided to the Project Engineer. Also, an approved wiring harness must be provided in all current-transformer cabinet installations (per ComEd requirements) when the meter fitting is on the CT cabinet door.

For metering standards and dimensions, please see ComEd's Service and Meter Requirements on the ComEd website at:
ComEd.com/Redbook *or* **ComEd.com/MeteringRequirements**.