



BUILDERS' HANDBOOK

NEW RESIDENTIAL CONSTRUCTION

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE NUMBER</u>
1. <u>General Information</u>	
1a. Safety	4
1b. Important Safety References	4
1c. Contact Info	5
1d. PA Public Utility Commission (PAPUC)	5
1e. Project Coordination	5
1f. Natural Gas Service	5
1g. Will Serve Letters	6
1h. Trench Responsibilities – Underground Service in New Residential Developments	6
1i. Temporary Meters	6
1j. Weather Impacts on Scheduled Work	6
1k. Vegetation Planting Guidelines	7
1l. Change in Building Site Ownership	7
1m. Companies that Sell Improved Lots	7
2. <u>Phase I – Application Process</u>	
2a. Application Documents	8
2b. Official Development Addresses	8
2c. Streetlight Information	8
2d. Homeowners Association: Dedicated Streets or Not Dedicated Streets	9
2e. Gas Contract Process	9
2f. Development Plans	10
2g. Acknowledgement of Submitted Plans	10
2h. Right-of-Way Information (ROW)	11
2i. Identified Existing Utility Facilities	11
2j. Water and Sewer Facilities	11
2k. Environmental	11
2l. Additional Pre-Design Considerations	11
3. <u>Phase II – Design Process</u>	
3a. Preliminary Design Approval	12
3b. Electric Service Requirements	12
3c. Contribution In Aid of Construction (CIAC)	12
3d. Electric Meter Location	13
i. General Requirements	13
ii. Indoor and Outdoor Locations	16
iii. Unacceptable Locations	16
iv. Unacceptable Areas	16

3e.	Gas Meter Location	16
i.	General	16
ii.	Prohibited Locations	17
iii.	Accessibility	17
iv.	Possible Cell Net Antenna Needs	17
3f.	Polyphase Requirements	17
3g.	Development Damage Case Process – Prior to Full Energization of the Development Site	17
4.	<u>Phase III – Construction</u>	
4a.	Construction Delays	19
4b.	Commencement of Work Agreement	19
4c.	Trenching Guidelines and Gas Standards	19
4d.	Trench Excavation and Back Fill	19
4e.	Service Installations	21
4f.	Setting Gas Meter	21
4g.	Final Construction Inspection	22
4h.	Developer Changes the Type of Housing	22
4i.	Quick Reference Responsibility Guide for Residential Work	22
i.	Philadelphia	22
5.	<u>Attachments</u>	23
6.	<u>FAQs</u>	24
7.	<u>Important Information Available of Exelon Website</u>	25

SECTION I GENERAL INFORMATION

Does this document apply to me? Are you:

- Residential builder/developer (subdivision)
- Builder completing a single home
- Individual property owner building a new home

This document outlines the general process to work with PECO Energy to complete your construction project. The information is presented in phases of the process: application, design, construction and service connections (subdivisions). Documents that support the overall process are referenced in the various phases and attached or links provided to access.

NOTE: Please confirm that the attachments are the latest version. The attached documents may have been revised. Please check with your project manager for the most recent copy.

1a. SAFETY

PECO Energy's highest priority is safety for its employees, customers, and any individual working in, around or within our service territory. Please be sure you understand and follow the necessary safety practices so that your project is completed safely and without incident.

1b. IMPORTANT SAFETY REFERENCES

Safety Information - Excavation and Pennsylvania One Call System

Link: http://www.peco.com/pecobiz/contractor_and_builder_services/safety_information/pa_one-call_system.htm

Protect Yourself, what you don't know can hurt you!

Pennsylvania Act 287 (1996) requires notification by excavators, designers, or any person preparing to disturb the earth's surface anywhere in the Commonwealth.

Pennsylvania Act 287 (1996) requires no less than 3 working days notice nor more than 10 working days notice from excavators who are about to: dig, drill, blast, auger, bore, grade, trench or demolish when in the construction phase. A designer is required to give no less than 10 working days nor more than 90 working days notice when engaged in the design phase. Both of these conditions involve the entire Commonwealth.

The developer or his designated representatives (e.g., excavating contractor) are responsible for obtaining all necessary clearances, markings, and other notifications required by the Pennsylvania One Call System (POCS).

Toll Free Pennsylvania number: 800-242-1776 or National One Call Number: 811

1c. CONTACT INFO

PECO Energy Company
New Residential Construction Group

Mission: To ensure customer satisfaction by the timely completion of new residential requests with a priority on safety.

PECO New Residential Construction Group
Warminster Service Building
400 Park Avenue
Warminster, PA 18974

Main Phone Number: 215-956-3010
Main Fax Number: 215-956-3380
Toll Free Number: 1-800-45404100 – Option 2

Team members include:

Manager: Dorothy Pulcher 215-956-3019

Project Managers:

Bucks County	Tom Barratt, III	215-956-3168
Chester County	Lisa Faust	215-956-3182
Delaware County	Rasheeda Clark	215-956-3183
Montgomery County	Kevin Gorman	215-956-3188
Philadelphia county	Craig Powell	215-956-3162

Initial Contact: Contractor Liaisons support your initial request and process your paperwork. These individuals will schedule your service installation (to a lot) and meter set requests. They also arrange for final setup of your electric and/or gas account in PECO's customer system

Call 1-800-454-4100 Option 2 or 215-956-3010
7:00 am to 4:00 pm

1d. PENNSYLVANIA PUBLIC UTILITY COMMISSION (PAPUC)

PECO Energy's Electric and Gas Tariffs

Select the Current Electric and/or Gas Tariffs from the below link:

http://www.peco.com/PecoWebsite/Templates/StandardPage.aspx?NRMODE=Published&NRORIGINALURL=%2Fpecores%2Fenergy_rates%2Four_rates_and_prices.htm&NRNODEGUID=%7B5112CA6C-C50E-40BE-BDD9-619E74E48418%7D&NRCACHEHINT=Guest

1e. PROJECT COORDINATION

PECO Energy's goal is to meet your need date for electric and gas service. Communication and coordination, along with advance planning, will ensure that we can meet your expectations. Each phase of the construction process includes requirements that will enable you to advance to the next step. As with any construction project, informing us promptly of changes will allow us to keep you informed if there are additional charges and potential schedule delays.

1f. NATURAL GAS SERVICE

PECO Energy is the natural gas service provider for Bucks, Chester, Delaware and Montgomery Counties and we welcome all new customers. We do want to caution you, however, that before you advertise that your project will use natural gas, completion of your gas application form will allow us to determine if sufficient gas capacity exist for your project, if a gas main extension is required and what associated costs are applicable for your project. Without this analysis, PECO Energy cannot guarantee natural gas service to any new construction project.

1g. WILL-SERVE LETTERS

If you are pursuing financing for your construction project, your financial institution may require PECO Energy provide a "Will-Serve" letter. Please contact IUS (information above) to obtain this document.

1h. TRENCH RESPONSIBILITIES- UNDERGROUND SERVICE IN NEW RESIDENTIAL DEVELOPMENTS

As stated in the Pennsylvania Public Utility Commission (PAPUC) regulations, the developer is responsible for the utility trench.

The developer of the project or any other agent authorized by the developer will be responsible for excavation of the trench and backfill to install utility facilities within the development, subdivision or single home project.

There are many service providers that can perform trenching services. Your arrangements to have this work performed on your site are solely within your jurisdiction. PECO Energy does not recommend any trenching service providers to builders/developers.

1i. TEMPORARY METERS

All utility meters are PECO Energy's property. Occasionally builders/developers request temporary service. Builders or their subcontractors should not relocate meters set for temporary service from one construction site to another. Please notify PECO Energy when the temporary service is no longer required.

<p style="text-align: center;">FACILITIES SHALL ONLY BE ENERGIZED WITH THE APPROVAL OF PECO ENERGY AND BY UTILITY QUALIFIED PERSONNEL</p>
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1j. WEATHER IMPACTS ON SCHEDULED WORK

PECO Energy's mission is to keep the lights on and the gas flowing. PECO Energy manages a three-month line crew work schedule. There are times when uncontrollable events, like extreme weather, impact our system that require our immediate response. Additionally PECO Energy can be called to assist other utilities in their restoration efforts. During the course of your construction project necessary utility work scheduled for completion by PECO Energy crews may be delayed by these events. We will communicate with you when weather events impact the completion of your project and inform you when your work is rescheduled.

1k. VEGETATION PLANTING GUIDELINES

PECO Energy advocates "planting the right tree in the right place." This means when landscaping your construction project you should only plant trees that are compatible with aerial utility lines planned. Always consider the trees' mature height when making tree selection. Please see attached compatible tree species list for guidance. *Attachment A*

Planting tall growing trees within the utility Right-of-Way will require PECO to trim trees to maintain proper clearance from electric wires. This may result in the tree having an unnatural appearance. For additional information on where to plant trees around homes, please see Proper Places for Trees Around Homes *Attachment B*

In addition, please keep the area clear of vegetation around pad-mount transformers; three (3)' on the sides and back and nine (9)' in the front of the transformer.

The area where underground facilities are located should be kept clear of trees, shrubs, buildings or any other permanent structure which could interfere with construction, maintenance or operation of the facilities.

1l. CHANGE IN BUILDING SITE OWNERSHIP

At times a builder/developer will sell a construction site in progress. It is important to properly notify PECO Energy if this occurs with your site.

1m. COMPANIES THAT SELL IMPROVED LOTS

If you intend to 'improve' lots, i.e. invest in arranging for all the utilities to be installed in a development prior to selling them, please discuss the details with PECO and/or its contractors before the sale. The sequence and timing of construction could be impacted/modified under these situations.

SECTION 2
PHASE I – APPLICATION PROCESS

2a. APPLICATION DOCUMENTS

To initiate new electric and/or gas service in PECO Energy’s territory, please complete the attached application forms.

- **Electric and Gas Application Documents – Attachments C & D**

NOTE: UP-TO-DATE Applications forms are available on our website

http://www.peco.com/PecoWebsite/Templates/StandardPage.aspx?NRMODE=Published&NRORIGINALURL=%2Fpecobiz%2Fcontractor_and_builder_services%2Fservice_information_resources.htm&NRNODEGUID=%7B52E42DAD-82CC-4C0F-A2AB-B7D43EAE6F50%7D&NRCACHEHINT=Guest

If applicable, a separate Service & Meter Application form will be required for each of the following:

- All homes in the development
- Non-standard load (pump houses)
- Street lights
- All 3-Phase load (commercial, elevator)
- Temporary service

2b. OFFICIAL DEVELOPMENT ADDRESSES

Permanent premise addresses for each building lot are part of the pre-design requirements. The United States Postal Service and the local municipality must approve this address list. The builder/developer is required to provide the address list. The address list must be received before final plans are released. For Philadelphia, project address list must be reviewed by the City of Philadelphia’s Board of Revision of Taxes.

2c. STREETLIGHT INFORMATION

**PECO ENERGY WILL NOT ENERGIZE STREET LIGHT FIXTURES WITHOUT A
SIGNED STREET LIGHT CONTRACT**

The builder/developer will need to determine if their development will include streetlights. If the project will **NOT** include streetlights, a Street Light Waiver Agreement will need to be signed (*Attachment E*) by the builder and acknowledged by a PECO Energy authorized representative. In order to complete a final development design a Street Light Contract will need to be executed by the builder and acknowledged by a PECO Energy authorized representative. There are several rate options for streetlights.

Municipal rates include

Street lighting– Suburban: streetlights are installed, owned and maintained by PECO (See attached Fixture Options permitted under this rate) (***Attachment F***)

Street lighting Customer-Owned Facilities: streetlights are installed, owned and maintained by a governmental agency or community association of residential owners. PECO will energize lights. As-builts shall be supplied prior to PECO energizing customer-installed facilities.

Street Lighting – Philadelphia – consult with your project manager.

BUILDERS/DEVELOPERS AND THEIR SUBCONTRACTORS DO NOT HAVE AUTHORITY TO ENERGIZE STREET LIGHT FIXTURES.

2d. HOMEOWNERS ASSOCIATION: DEDICATED STREETS OR NOT DEDICATED STREETS

Please discuss streetlight options with PECO’s project manager.

2e. GAS CONTRACT PROCESS

Upon receipt of a builder/developer’s Gas Service Application Form, PECO will determine if sufficient gas capacity currently exists and if a gas main extension is required to service the development as described below. This request is intended for developers/ builders who are in the final stages of development planning and are interested in gas service within **6 months to 1 year of submittal of this request.**

The process is as follows:

- Complete the Natural Gas Capacity Estimate Request ***Attachment G***
- **Submit scalable drawings.** If approved plot plans are not available at the time of the request, they will need to be submitted before the cost can be determined for a final contract.

PECO will respond to this request with a determination if gas capacity currently exists at the entrance of the development, if a gas main extension is required, and an “Estimate Range” of costs per home will be provided. **If a gas main extension is required, PECO will communicate the route, size and footage required for the main extension.** The “Estimated Range” will be based on estimated costs for the main extension (if needed), gas facilities inside of the development and EBAR credit. The “Estimated Range” will be one of the following: \$0-\$2,000; \$2,000-\$3,000, \$3,000-\$4,000, \$4,000-\$5000 or greater than \$5,000 per home.

PECO will then ask if the builder/developer would like to continue the process.

If the builder/developer would like to continue the process

- PECO requires a deposit within 60 days based on the Deposit Schedule listed below.
Please make sure checks are payable to PECO Energy. Deposit Schedule:
 - Development size less than or equal to 100 homes \$1,000
 - Development size greater than 100 and less than 500 homes \$2,000
 - Development size greater than 500 homes \$5,000
- After a deposit is received, PECO will provide a Gas Contract within 7 to 10 weeks to the builder/developer, which will include any main extension costs, inside development costs and the Estimated Base Annual Revenue (EBAR) credit amount.

The Gas Contract supplied to the builder/developer is valid for 60 days. If the builder/ developer does not sign and return the Gas Contract with the application payment within 60 days, the contract becomes null and void and PECO retains the deposit . The builder/ developer may be required to reapply after the 60 days has expired to verify the availability of gas on the PECO gas system.

2f. DEVELOPMENT PLANS

The builder/developer is required to submit an electronic copy in either Microstation V8 or AutoCAD 2000 and a hard copy of your project plans approved by the local municipality. These plans should include:

- Lot size with house locations, lot numbers, setback lines, driveways and property lines clearly shown. Lot numbers should be those provided by the Township and approved by the United States Postal Service.
- All Tract Elevations
- Plan of temporary or permanent water retention basins and other water management facilities
- Cross section and profile of interior roads including sidewalks, street lighting requirements, plantings, terracing and other planned obstructions
- Cross-sections of storm sewer, sanitary sewer or septic systems, public water systems, proposed location of water and sewer stubs and foreign utilities as applicable.
- Exterior road and deceleration lane plans.

2g. ACKNOWLEDGEMENT OF SUBMITTED PLANS

In order to provide you with the design services, PECO Energy is requesting that you submit **FINAL** municipal approved plans at least **SIXTEEN** weeks in advance of the date that you need electric and/or gas service when you are building new residential housing.

The development plans submitted and acknowledged by way of the Acceptance of Submitted Plan Form (*Attachment H*) will be utilized to produce the utility facility design for the development. Any changes to the submitted and acknowledged development plan after this date will result in a delay of the installation of electric and/or gas facilities and will require you to pay a redesign fee prior to receipt of the final utility design.

2h. RIGHT-OF WAY INFORMATION (ROW)

Builder/developer provides Right-of-Way (ROW) information for trench and transformer locations. Prior to the start of site construction the builder/developer will need to execute a blanket site ROW agreement. On occasion there may be additional ROW documents that must be completed. You will be informed of these at the Pre-Design Meeting.

2i. IDENTIFIED EXISTING UTILITY FACILITIES

The builder/developer needs to identify and communicate the location of existing utility facilities on the development site.

2j. WATER AND SEWER FACILITIES

Water and sewer lateral stubs must be extended beyond PECO facility location prior to installation of electric and/or gas.

2k. ENVIRONMENTAL

The developer provides, in writing, to PECO Energy all available information regarding adverse site conditions at the time of application, including but not limited to:

- Potential **or** actual site contamination
- Waste **or** similar materials at site
- Other adverse environmental **or** hazardous conditions on the premise in or near where PECO Energy facilities are to be located.

2l. ADDITIONAL PRE-DESIGN CONSIDERATIONS

- Estimated start date for: site preparation, road crossings, road paving, structure construction?
- What is your in-service need date?
- Are pole relocations required?
- Have you considered non-traditional loads: pump station, pool, clubhouse; well tanks; 3-phase elevators or any commercial retail aspects?

SECTION 3
PHASE II – DESIGN PROCESS

3a. PRELIMINARY DESIGN APPROVAL

Once PECO Energy and/or its designated contractors have generated a Preliminary Utility Plan, the builder/developer will receive a copy of the Preliminary Utility Plan for review and signature. If the builder/developer desires any modifications, the plan should be marked in red with changes and returned by the required date. The builder/developer will receive notice of a formal Preliminary Utility Plan Review meeting at which all parties will confirm the plan details as final.

3b. ELECTRIC SERVICE REQUIREMENTS

This Electric Service Requirements (ESR) manual covers the general conditions that apply to the furnishing of electricity in all of the service areas of the PECO Energy Company System, and must be adhered to in all respects by those Customers receiving service from the Company.

The requirements published in this manual supersede any requirements that were published in previous revisions of the ESR. Equipment, regulatory changes, and other evolving issues may necessitate the implementation of changes prior to the publication of the next revision of the manual. For this reason, you need to confer with your PECO Representative who will be assisting you in the preparation of your job to insure that you are planning your work in conformance with any recent changes that are not reflected in this edition of the ESR.

http://www.peco.com/pecobiz/contractor_and_builder_services/service_information_resources.htm

3c. CONTRIBUTION IN AID OF CONSTRUCTION (CIAC)

Depending on the specifics of the development plan, the builder/developer may be required to contribute to the costs associated with installing of the electric and/or gas facilities. The gas system costs will be paid by the builder/developer as part of their gas contract. Any electric system charges will be provided to the builder/developer, and payment required before the start of any related construction i.e. utility pole relocation; utility line extension, relocation of underground gas and electric facilities and utilities impacted by road/intersection improvements.

3d. ELECTRIC METER LOCATION

The following meter location information is an excerpt from PECO's Electric Requirements Book (Blue Book). The builder/developer should be familiar with the entire content of this document.

i. General Requirements

The Customer shall provide, free of expense to the Company and at a location in accordance with these Electric Service Requirements, equipment suitable for meters and accessories furnished by the Company and installed for billing the various types of electric services offered. All locations shall be clear to allow access to the meter and its accessories for the purpose of reading, testing, and maintenance. A table is provided that gives clarification and more clearly structure the "Electric Service Requirements" (ESR) information around meter locations.

INTENTIONALLY LEFT BLANK

Type of Property	Standard Meter Location(s)	Standard Criteria	Reference Drawings & Policies	Notes	Charges
Residential, single homes	Outdoor, front or front-side of structure	<ul style="list-style-type: none"> ○ Accessible for maintenance and manual meter reading ○ Not subject to future damage or obstruction ○ Readable by Automatic Meter Reading System ○ Adequate clearance/ spacing of equipment 	<ul style="list-style-type: none"> ○ Residential Meter Installation Drawings. Figures in Electric Service Requirement Book 		
Residential, Multiple Meters (e.g. twins)	Outdoor, front or front-side of structure	Same as above	<ul style="list-style-type: none"> ○ Residential Meter Installation Drawings, Figures in Electric Service Requirement Book 		
Residential condominiums (individual metering)	Outdoor, front or front-side of structure OR Approved outdoor ganged meter location OR Approved indoor ganged meter location	Same as above	<ul style="list-style-type: none"> ○ Residential Meter Installation Drawings, Figures in Electric Service Requirement Book 	<ul style="list-style-type: none"> ○ Location of outdoor or indoor-ganged meter must be approved by PECO during design. ○ Use of ganged meters may change the installation, maintenance and ownership responsibilities of some facilities. These particulars should be discussed and understood by the builder prior to construction. 	

<p>Commercial, Single Customer</p>	<p>Outdoor, rear or rear-side of structure</p>	<ul style="list-style-type: none"> ○ Accessible for maintenance and manual meter reading ○ Not subject to future damage or obstruction ○ Readable by Automatic Reading System ○ Adequate clearance/spacing of equipment 	<ul style="list-style-type: none"> ○ Commercial Meter Installation Drawings, Figures in Electric Service Requirement Book 	<ul style="list-style-type: none"> ○ All commercial meter locations should be reviewed with PECO prior to construction to ensure a mutually agreeable location is determined during design. 	<p>Cost of commercial metering and associated work will be included in cost estimates per appropriate Tariff sections</p>
<p>Commercial, Multiple Customers</p>	<p>Outdoor, rear or rear-side of structure OR Approved outdoor ganged meter location OR Approved indoor ganged meter location</p>		<ul style="list-style-type: none"> ○ Commercial Meter Installation Drawings, Figures in Electric Service Requirement Book 	<ul style="list-style-type: none"> ○ All commercial meter locations should be reviewed with PECO prior to construction to ensure a mutually agreeable location is determined during design. ○ Location of outdoor or indoor-ganged meter must be approved by PECO during design. ○ Use of ganged meters may change the installation, maintenance and ownership responsibilities of some facilities. These particulars should be discussed and understood by the builder prior to construction. 	<p>Cost of commercial metering and associated work will be included in cost estimates per appropriate Tariff sections.</p>

ii. Indoor And Outdoor Locations

In general, new installations of self-contained socket type meters for both single phase and three phase services will be located outdoors. Transformer rated socket type meters also will be located outdoors. Where numerous meters are required at one location or where the Company determines that outdoor metering is impractical or inadvisable for other reasons, the meters will be located indoors. ALL indoor meters shall have provisions for automatic meter reading. Meters that communicate through the RF network (AMR) meters shall be located where there is sufficient signal strength or have provisions for an antenna. Meters that communicate through a pots line (MV90) shall have accommodations for a phone line. When replacing or upgrading services, existing indoor meter installations of all self contained socket type meters should be relocated outdoors.

Outdoor meters will not be installed on building walls close to highways, driveways, alleyways or sidewalks if the locations interfere with pedestrian or vehicular traffic, or subject the meter to the likelihood of physical damage. Meter locations shall not require access over property not owned by the Customer. See above table for more clarifications.

iii. Unacceptable Locations

Under no circumstances shall meters be installed in any of the following locations:

- Attics, Fire Towers, Manholes
- Bathrooms, Incinerator Rooms, Shafts
- Bedrooms, Kitchens, Silos
- Coal Bins, Lavatories, Stairways
- Crawl Spaces, Living Rooms

iv. Unacceptable Areas

Meters shall not be installed behind, over, under, or adjacent to the following:

- Boilers, Hatches ,Steam pipes
- Doors, Heaters, Stoves
- Exposed machinery, Laundry Tubs, Tanks
- Fire escapes, Radiators, Tracks for overhead doors
- Furnaces, Sinks, Windows

3e. GAS METER LOCATION

The assigned project manager will provide the Diaphragm Meter Installation Space Requirements. (G-2545)

i. General

All gas meter installations, including the shut-off valve, regulator (if applicable) and meter, shall be located out of doors.

- The preferred meter installation location is on the chimney side of the residence (or nearest the furnace) approximately 2 feet from the front wall.
- An alternate location is on the front wall of the residence.

- The gas regulator (if applicable) location shall be such that the vent is at the maximum distance practical from a door or to the side of a window

ii. Prohibited Locations

Gas meter installations shall **not** be located in the following areas:

- Under a porch or combustible steps
- Closer than 2 feet from the edge of a driveway without protection (builder is responsible for the installation of bump posts prior to gas meter installation)
- Unprotected where it may be subject to physical damage.

iii. Accessibility

The meter shall be installed in a location that is: readily accessible for servicing, minimizes any risk of damage to the meter and ensures signal access to PECO's remote meter reading system. Customer and/or builder will be responsible for maintaining the safe location and protecting the meter on their property.

vi. Possible Cell Net Antenna Needs

On occasion after a utility meter has been set it has been determined that the meter in its current location will not adequately communicate with remote meter reading equipment. The builder/developer will acknowledge the notice that if this should occur they will be required to fund the cost of antenna equipment to ensure the utility meter can be read by remote devices.

3f. POLYPHASE REQUIREMENTS

Based on the specific development plan, there may be a requirement to provide polyphase service to feed ancillary services to support the residences, i.e. sewer pump station. Under PAPUC Tariff Rule 7.2 the developer may be responsible for a portion of the costs associated with extended polyphase electric service line. *Attachment I* is the builder's notice of the incurred costs.

3g. Development Damage Case Process – Prior to Full Energization of the Development Site

PECO Energy reserves the right to repair any damage situation that they deem to be a safety concern at the site. The Builder/Developer will be notified verbally in these cases and they will be required to submit payment within 30 days of further development work may be suspended.

STEP ONE

Upon realization of damage to utility facilities on the development site, PECO Energy or its contractor will notify, by letter, the Builder/Developer's site contact at their main headquarters. The Builder/Developer will have 10 days to acknowledge the damage so PECO Energy can arrange for proper repairs to our facilities.

Final repairs will need to be completed within 30 days of first written notice. If there is no response to this letter within 10 days, Step Two will be implemented.

STEP TWO – CERTIFIED RETURN RECEIPT LETTER NOTICE

The Builder/Developer will be given a second notice with added language that if PECO Energy does not receive an acknowledgement from the Builder/Developer as to their responsibility for the cost within 30 days, all work will cease at the development site until repairs are complete.

STEP THREE – CERTIFIED RETURN RECEIPT LETTER NOTICE

Final notice to the Builder/Developer that all work is ceasing in the development until payment is made and damage is repaired.

The acknowledgement of the Development Damage Case Process is *Attachment J*.

SECTION 4
PHASE III – CONSTRUCTION

4a. CONSTRUCTION DELAYS

PECO Energy may, at its discretion, charge the developer for extensive delays incurred while attempting to install gas and electric facilities at the site. Delays caused by severe weather conditions, are considered an exception and are **NOT** chargeable.

4b. COMMENCEMENT OF WORK AGREEMENT – (Attachment K)

The following conditions must be met before PECO or its Contractor will start field construction:

- All required developer payments have been received.
- Builder has installed all necessary road crossings according to the design plans approved by the builder per PECO specifications. PECO provides the conduit/pipe for the crossings to the builder.
- Mains-Road Crossings -Conduit for electric crossings is installed by the Builder in accordance with applicable PECO Energy standards. Gas road crossings are installed by PECO or its designated Contractor. Service-Road Crossings - Builder installs all conduits for gas and electric service crossings in accordance with applicable PECO Energy standards. Road Crossing are to be installed before road paving. Builders are **NOT** permitted to install any electric or gas facilities.
- Curbing, where applicable, AND macadam street base is installed.
- Areas where PECO Energy facilities are to be installed have been rough graded within three (3) inches of final grade.
- Water mains, sewer mains, AND storm drains have been installed
- All water stubs and sewer laterals have been extended beyond the proposed electric, gas and communication trench locations
- Housing units are under construction
- Right-of-Way Agreement AND applicable PECO Energy Contract(s) have been signed by the Developer.
- Property line AND other necessary field markings are in place.
- Approved meter sockets and risers are installed on all townhouse, apartment, condo, etc., units under construction AND ready for service.
- Provide PECO Energy with an authorized builder contact or designee.
- Acknowledgement of builder/subcontractor damage procedure

4c. TRENCHING GUIDELINES AND GAS STANDARDS

The assigned project manager will provide PECO Energy's:

- Underground Residential Development Gas & Electric Design - S-5551/G-2411 (Joint Trench Standard)
- Gas Service Installation General Specifications – G-5005
- Service Capacity (CFH) for Various Main Pressures, Pipe Sizes and Service Lengths (A) – G-5015

- Underground Residential Distribution Secondary Service Installation – S-5537/G-2600

A lateral separation of five (5) feet shall be maintained between all joint trench facilities AND those that are **not** permitted in the same trench

Developer coordinates the installation of those utilities that are permitted in the trench.

- Other utilities shall **not** be permitted in the trench provided by the developer for PECO Energy without prior agreement by PECO Energy.
- The following facilities shall **never** be permitted in a combination gas and electric trench:
 - Water
 - Sanitary sewer
 - Customer-owned electric
 - Customer-owned communication cables
 - Oil lines
 - Storm water systems
 - Customer owned fuel lines

If a developer is unsure of what is or is **not** permitted in a joint trench facility than contact the PECO prior to installing a questionable utility.

4d. TRENCH EXCAVATION AND BACK FILL

PECO Energy's designee determines the length of trench to be excavated prior to the installation of PECO Energy facilities

- Short lengths are unacceptable since they result in multiple splices and decrease reliability of system
- Excessively long lengths are unacceptable since it results in trench being open for extended periods exposing it to cave-ins and unclean fill
- Developer or excavator shall be responsible for maintaining the trench in a usable condition until back filling is complete.

Developer/excavator provides all excavations required for PECO Energy to install gas and electric facilities within the development

- Ensure that excavations conform to PECO Energy specifications and are approved by PECO Energy before facilities are installed
- Gas and electric service shall not be provided until all excavations containing PECO Energy facilities have been back-filled to PECO Energy specifications.
- PECO Energy may, under certain conditions, require test holes to be dug by the developer to verify that suitable back-fill material was used, or facilities were not damaged by third party.
- Ensure that the trench bottom is level with no rock or other unclean fill or spoils showing
- Ensure that foreign objects, such as, but not limited, to wood, drywall, metal, paper, spoil, waste concrete, roofing material, or stone are not in the trench.
- Developer provides a three (3) inch quarry stone-screening pad for the bottom of the trench. Approved screenings consist of rock dust no larger than ¼ inch in diameter, sand is not acceptable.

Ensure that the back-fill does not contain: frozen lumps, large stones, rocks, debris, waste concrete, chemicals, petroleum or petroleum by-products, ashes, cinders, rubbish, any other material which is considered unclean fill.

PECO Energy facilities damaged by improper back filling shall not be energized or gassed out until damage is corrected. Developer shall be responsible for repairs to damaged PECO Energy facilities.

4e. SERVICE INSTALLATIONS

PECO Energy ensures that an approved meter socket and electric service riser is installed and that the electrician has completed all work within the meter socket and the underwriter certification has been received before installing service cables.

- PECO may elect to install the service cable prior to receiving an underwriter's certificate
 - Electric meter shall NOT be installed until the underwriter's certificate has been received by PECO Energy.

The builder/developer must schedule service installations with PECO and/or its contractor providing a minimum of two-weeks notice.

The builder must verify the following items are complete at the time of service scheduling:

- House is ready for service
- Lot is properly graded to PECO Energy standard within +/- 3"; curbing should be installed if applicable
- Underwriter's Certification has been received by PECO Energy or agrees electric meter is not required at time service is installed
- Meter board is installed with meter riser, sweep and straps installed
- Ground rod at meter location
- Trench will be ready for scheduled date
- Trench will be bottom screened to PECO Energy standards
- Screenings, labor and equipment to be used for back filling are on site
- Gas fuel line location marked on wall or installed

4f. SETTING GAS METER

The builder/developer must verify the following items are complete at the time an appointment is made to set a gas meter:

- Gas service installed
- Electric meter installed and energized
- Fuel line has been air tested
- Fuel line is complete with shut off valves at appliances installed, all unused connections plugged and fuel line sized properly
- Bond wire installed

- Manufacturer’s installation instructions left with equipment

ONE MAJOR APPLIANCE, EITHER HOUSE HEATER OR WATER HEATER SHALL BE INSTALLED BEFORE SCHEDULING AN APPOINTMENT FOR A NEW GAS METER.

PECO and/or its contractor, at the time of gas meter installation, will conduct its own fuel line air test. If this fuel line air test fails, the developer will be required to pay an additional charge if the issues cannot be resolved the same day and a return trip is required to complete the gas meter set.

4g. FINAL CONSTRUCTION INSPECTION

PECO Energy’s or its designated contractor will conduct a post construction inspection prior to energizing or gassing out utility facilities. This inspection is designed to confirm that final grade is satisfactory, all service stub markers are visible and intact, that there is no damage to utility infrastructure i.e. splice boxes, transformers, etc., and to confirm no damage exists to curbing, sidewalks or paving

4h. DEVELOPER CHANGES THE TYPE OF HOUSING

When a builder/developer decides to change the type of housing unit they will be building i.e. single home to multi-unit townhouse after utility facilities have been installed the builder/developer will be required to pay 100% with the costs associated with any utility infrastructure changes needed to accommodate a different type of housing unit. PECO reserves the right to abandon facilities, install new facilities or combination of both based on its system requirements.

See Section 7.3C of PECO’s PUC Electric Tariff – link found in General Section of this Handbook.

4i. QUICK REFERENCE RESPONSIBILITY GUIDE FOR RESIDENTIAL WORK –(Attachment L)

i. PHILADELPHIA

If your development project is located in the City of Philadelphia, there may be nuances in the process. Please confer with your Project Manager.

SECTION 5
ATTACHMENTS

Attachment A:	Compatible Trees for Planting Under or Near Distribution Power Lines
Attachment B:	Proper Places for Trees Around Homes
Attachment C:	Electric Service Application
Attachment D:	Gas Service Application
Attachment E:	Street Light Waiver Agreement
Attachment F:	Street Light Information
Attachment G:	Natural Gas Capacity Estimate Request
Attachment H:	Acceptance of Submitted Plan
Attachment I:	Poly Phase Requirements
Attachment J:	PECO Energy's Development Damage Case Process
Attachment K:	Commencement of Work Agreement
Attachment L:	Quick Reference Responsibility Guide for Residential Work

SECTION 6

FAQs

Who should be notified when an emergency occurs on the job site?

PECO's emergency hotline, 1-800-841-4141, is available 24 hours a day, seven days a week.

What is a Service and Meter application?

This is a form PECO requests the customer or contractor to complete prior to doing any major upgrade or changes on your electric or gas equipment. When completed and mailed to PECO it serves as the catalyst for having a representative contact you to either discuss what you are doing or serves to inform PECO what you plan to do, depending on the size of the project, so we may await the underwriter's certificate that will be forthcoming from the contractors. This form should be filled out at the earliest indication that any work may be done to allow PECO to respond and not be the delay in your construction effort. If you have any questions concerning your application you can always contact your local New Business Services organization or the New Residential Construction Group.

How do I get an Electric or Gas Service and Meter application?

You can download and print a copy of the Service and Meter application and instructions from the Service Information Resources page. Or, call the number for the New Business Services organization or the Underground Residential Design Team listed for your area. Speak to the Contractor Liaison and they will either mail or FAX an application to your home or office.

Who should be contacted when a new electric or gas service is required for an existing residence?

Please contact the PECO New Business Services organization (see link above) to request electric or gas service for an existing residence as well as all requests for gas and electric service for commercial properties.

Does the URD team handle requirements to supply new or existing homes with aerial electric service?

No. The URD team coordinates underground energy utilities in development. Requirements for aerial electric service should be directed to your local New Business Services organization

What was an ITC (Intent to Construct)?

This state form was referred to as Act 222, The State Energy Conservation Act. This form was filled out and returned to the state when building a new home. It was filled out when renovations to your property exceeded 25 percent of the of the gross floor area. The state rescinded this act in 2004; please contact your local township for their ITC requirements.

Is an Underwriter's Inspection Certificate and an Intent to Construct (ITC or Act 222) form required before an electric meter is installed?

The Underwriter's Certificate should be on record with PECO before opening a trench and scheduling the installation of electric and gas facilities. PECO no longer monitors or checks the ITC form, please contact your local township for their ITC requirements.

What is the cost of temporary electric service?

The charge for installation and removal of a temporary service can vary depending on the facilities available to satisfy your requirements. An average price for one span up to 100 feet of secondary service and setting the meter is \$800 dollars. Any facilities beyond that increase the price.

Is there a charge for service or pole relocations and gas main extensions?

Yes. A Design and Construction Consultant determine the cost for this work for each individual job. The party requesting the work is responsible for the costs associated with the relocation or the extension.

Why aren't all certificates applied to service requests when received from the inspection agency?

Frequently, certificates are sent in by inspectors with incorrect or missing street name, lot number or street address. Inspectors should provide the PECO service request number on all certificates to eliminate this problem.

There is an inspection sticker on my meter board, why wasn't my electric meter set when the service was run?

PECO needs to receive underwriter inspection cards/certificates directly from the inspection agency. The inspection agency can fax copies to the local New Business Services Organization New Business Contact Information

Where can I find an electrical underwriter?

Electrical inspection agencies (underwriters) are accessible in your local yellow pages. PECO Energy does not recommend or pre-approve any electrical inspection agency.

SECTION 7

IMPORTANT INFORMATION AVAILABLE ON EXELON WEBSITE

Safety

http://www.peco.com/pecobiz/contractor_and_builder_services/safety_information/

PECO New Business Contact Information

http://www.peco.com/pecobiz/contractor_and_builder_services/contact_information.htm

Electric Service Requirements

http://www.peco.com/PecoWebsite/Templates/StandardPage.aspx?NRMODE=Published&NRORIGINALURL=%2Fpecobiz%2Fcontractor_and_builder_services%2Fservice_information_resources.htm&NRNODEGUID=%7B52E42DAD-82CC-4C0F-A2AB-B7D43EAE6F50%7D&NRCACHEHINT=Guest

Scheduling Guidelines

http://www.peco.com/pecobiz/contractor_and_builder_services/contruction_cost_sched/