

New/Upgrade Service Request Checklist

This checklist serves as a guide for EV projects that may require a new or upgraded service. Please submit the following documents to the Customer Connections EV representative assigned to your project:

EV load letter should include:

- Customer name (account holder)
- Customer Connections EV Representative
- Work request number
- Main switch size, voltage and phase
- EV charging station plug count and kW per plug (L2/DCFC)
- Load management software – if applicable

1-line diagram should include:

- Sequencing/entry to meter channel
- Voltage level for the chargers/service
- Number of chargers
- Total kW
- Breaker/fuse size
- Number of conductors, size, and material as well as insulation
- Number of conduits, size, and material

Metering information should include:

- Metered location – inside/outside/pad-mounted
- For self-contained:
 1. Number of meters
 2. Ganged
 3. Manual bypass
 4. Metered and unmetered conductor location
- C.T. Rated:
 1. Location
 2. Disconnecting location
 3. Conductor size and number entering C.T. cabinet
 4. Conductor size and number leaving C.T. cabinet and their termination point
 5. C.T. compartments in a switchgear shall require switchgear drawings

New/Upgrade Service Request Checklist continued

Site plan should include:

- Cross streets
- Address of premise
- Location of chargers (L2 vs DCFC)
- Location of existing service if applicable
- Location of utility service termination/point of entry
- Proposed location of second service if applicable
- Outline the premise

Submit cut sheets for:

- Fuses
- Main breaker/switch
- CT cabinet
- EV chargers

Easement information form should include:

- Tax parcel ID #
- Book and page # where deed is recorded

Provide EV charger/system characteristics:

- Can EV system charge during off-peak hours (i.e. not between 10 a.m. and 8 p.m.)?
- Can EV system curtail its demand through a programmable control system?
If so, provide control system details.
- V1G / V2G capabilities

Provide EV charger installation phase-in plan:

- What is the phase-in plan?
- Will the project take place over a number of years?
- What is the demand proposed for each year?