

BE PREPARED FOR YOUR NEW INSTALLATION WITH OUR SITE READINESS CHECKLIST



Getting your project ready for the installation of new services ensures everyone's safety on the site and can help keep your project on track; our crews can't start work until a site meets site readiness requirements. Use this checklist to make sure your site is ready at the start of installation. If you have any questions about site readiness, please ask your assigned Xcel Energy representative.

Foundation and backfill of structure is complete.

Major utilities are installed, including sewer and water. Place water service boxes on the building side of the utility easement to ensure our excavating equipment has proper clearance. If sub-surface drains are to be installed, please install them no less than 48" deep and place the service stub on the building side of the utility easement.

Areas of utility installation are (+/-) six inches of final grade. To ensure a safe and reliable system, it is important to install our facilities at proper depths and clearances. Please see Customer Responsibility section 2.11 in the **Xcel Energy Standards of Installation and Use Manual**.

A 10-foot wide path is clear of all obstacles from the meter to the energy source (pole, transformer, pedestal, or natural gas service tee). **Area must be cleared between the property and right of way.** Please do not landscape, plant trees, install sidewalks and/or paths until the utility installation is completed. Xcel Energy is not responsible for restoring these items if they are in place prior to construction.

Privately owned underground facilities are clearly marked. Identifying and labeling private lines such as septic systems, drain fields, sprinkler systems, wells, LP gas lines, etc, is very important. Xcel Energy is not responsible for damage to privately owned facilities that are not properly marked by the customer. Xcel Energy will ensure publicly owned facilities are located prior to the start of work. Please see Section 2.11 Customer Responsibility and Section 4.3 Underground Service in the **Xcel Energy Standards of Installation and Use Manual**.

Lot numbers and lot corners are identified and staked, and the address is clearly marked before locates are called in. Multi-family developments that do not have a true lot number should stake the corner of the buildings.

When applicable, a curb and first layer of blacktop are installed. Please check with the local public authority on specification of required road base. In all areas of installation (+/-) six inches of final grade are required prior to installation. Please see Section 2.11 Customer Responsibility and Section 4.3 Underground Service in the **Xcel Energy Standards of Installation and Use Manual**.

- **To reduce relocation delays and costs, an Xcel Energy representative will walk the job site prior to starting work to ensure equipment is placed in agreed-upon locations.**
- **For safety reasons it may be necessary to restrict access to the area(s) under construction.**

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Where applicable, conduit installed under roadways is staked.

When practical, conduit is a minimum of 5' from back of curb. Please see the Site Requirements section on [xcelenergy.com/InstallandConnect](https://www.xcelenergy.com/InstallandConnect).

Sewer lateral or septic location and depth are verified. Wisconsin and Michigan customers, please complete and submit the **Sewer Mitigation Site Sketch** to BCL-WI@xcelenergy.com or upload with your FastApp application. If your sewer location is unknown, an Xcel Energy contractor may need access to the sewer piping in the basement to perform verification.

NEW METER SET REQUIREMENTS

Xcel Energy Inspection Certificate is sent to the Builders Call Line.

Prior to the scheduling of your meter installation, Xcel Energy must receive an approved inspection certificate. Depending on the type of service and state requirements, this may need to be submitted from the local public authority, licensed electrician, or Uniform Dwelling (UDC) Inspector where applicable. Please reference the Construction and Inspection section on [xcelenergy.com](https://www.xcelenergy.com).

Meter location is clearly marked and supports proper clearance requirements. To prevent delays, make sure you have installed the natural gas fuel line or the electric panel with minimum clearance. Please see **Xcel Energy Standards of Installation and Use Manual**.

An electric heavy-duty lever bypass (HDLB) meter socket is installed.

Please see section 4.11 Meter Socket in the **Xcel Energy Standards of Installation and Use Manual**. If you have questions please call Electric Meter Technical Assistance at 800.422.0782.

Multi-unit dwellings have accurate labeling on meter sockets and corresponding panels as well as natural gas piping. Labeling must be completed prior to setting the meter(s). Please see sections 4.14.3, 4.14.4 and 4.14.5 in the **Xcel Energy Standards of Installation and Use Manual**. Wisconsin customers please submit a **Multi-Dwelling Identification form** to BCL-WI@xcelenergy.com.

Where applicable, a slip sleeve or expansion joint is furnished and installed. This is required for new and rewired underground residential meter installations, and recommended for commercial installations. Please see Section 4.3.5, and drawing SC-30, SC-40, SC-50, SC-90, and TR-10 in the Xcel Energy Standards of Installation and Use Manual.

