



**peco**<sup>SM</sup>

AN EXELON COMPANY

# Connecting Your Business

## INFORMATION REGARDING

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Request for New Electric  
or Natural Gas Service



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Relocate Existing Electric  
or Natural Gas Service



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Assistance with Making  
a Construction Area Safe



## Welcome to Southeast PA and PECO:

Thank you for choosing Southeast PA and PECO. Whether you're planning new construction or increasing your energy service needs, we welcome the opportunity to work with you. To assist you with the PECO process for your power and natural gas needs, we have put together a detailed packet to help guide you to successfully connecting to PECO electric and natural gas facilities. We have identified below the processes, estimated timeframes, and possible financial obligations. This document will address the following:

- New electric service request
- New natural gas service request
- Large load process
- Relocation of existing electric service
- Making the construction area safe

At the end of the document, you will find tips to help you be successful with the process as well as links to all documents you will need to follow the process.

If there are any questions, please do not hesitate to reach out to the Economic Development team at the below email address.

[PECO.EDEV@exeloncorp.com](mailto:PECO.EDEV@exeloncorp.com)

Sincerely,

***PECO Economic Development Team***



### Quick Links

- ▶ [Service and Meter Application](#)
- ▶ [Application for Natural Gas](#)
- ▶ [Solar Energy](#)
- ▶ [Make Work Site Safe](#)
- ▶ [Blue Book Documents & Guides](#)
- ▶ [Builders Handbook](#)
- ▶ [Pennsylvania One Call System](#)
- ▶ [Construction and Remodeling](#)







## Requesting New Electric Service

To request a new service with PECO, you will need to [fill out a service and meter application](#) in its entirety. Once completed, please send the application to the appropriate new business office email listed below. Once the application is accepted and assigned, the below process will commence.

<b>Bucks and/or Montgomery County:</b>	<a href="mailto:BucksMontServiceApplications@Exeloncorp.com">BucksMontServiceApplications@Exeloncorp.com</a>
<b>Delaware and/or Chester County:</b>	<a href="mailto:Delchesterserviceapplications@exeloncorp.com">Delchesterserviceapplications@exeloncorp.com</a>
<b>Philadelphia County:</b>	<a href="mailto:PhilaNewBusiness@exeloncorp.com">PhilaNewBusiness@exeloncorp.com</a>

## Service and Meter Application Process

1. Customer submits a completed new service and meter application to New Business. (Incorrect/incomplete information will cause delays).
2. The Design Construction Consultant (DCC) reviews the application and contacts the customer to discuss details of request.
3. DCC submits to capacity planning to determine available capacity.
4. The DCC provides a preliminary high-level cost of the design for the job. The final construction cost of the final design could be  $\pm$  40% of the high-level cost.
5. DCC sends, if applicable, the customer a request for a nonrefundable design deposit equal to 10% of the estimated construction cost.
6. PECO customer engineer will review and approve customer single line diagrams and equipment as necessary prior to customer ordering equipment.
7. When design is complete, PECO will determine final cost of job and advise customer if additional payment is required before scheduling the job.
8. PECO Construct of electric facilities.
9. PECO orders and supplies metering equipment. Customer needs to define their Contract limits and advise before metering equipment is ordered.
10. Customers pick up and install metering equipment, contacts the metering department for wiring of approved install.
11. Customer obtains Underwriter Certification and submits to PECO new business.
12. PECO customer engineer inspects installed customer owned equipment and meter wiring.
13. PECO crews energize electric service.



## Timeframe for a Project

Timeframe to complete a large new business service can vary significantly due to additional capacity needed, equipment availability and additional constraints. Where capacity is available, it can take 12 to 18 months from when deposit is received. Please note, this can be longer or shorter dependent upon complexity.

**Note:** The timeframes are MINIMUMS and could take longer depending on workload and job complexity. Examples include construction required to provide additional capacity.



## Cost for New Service

### Per PECO Electric tariff section 7.2

For projects that are not speculative load, the total cost of construction to provide electric service will be offset by 5 years' worth of variable distribution revenue based on the customer load requirement. To the extent the total construction cost exceeds the revenue credit, the customer would be responsible for the difference.





## Requesting New Natural Gas Service

To request a new service with PECO, you will need to [fill out a natural gas application](#) in its entirety. Once completed, you will send it to the appropriate new business office where the natural gas service is requested to the email listed below. Once the application is accepted and assigned, the below process will commence.

<b>Bucks and/or Montgomery County:</b>	<a href="mailto:BucksMontNewBusiness@exeloncorp.com">BucksMontNewBusiness@exeloncorp.com</a>
<b>Delaware and/or Chester County:</b>	<a href="mailto:DelChesterNewBusiness@exeloncorp.com">DelChesterNewBusiness@exeloncorp.com</a>

## Natural Gas Application Process

1. Customer submits a completed natural gas service application to New Business. (Incorrect/incomplete information will cause delays).
2. Contractor Liaison (CL) reviews for accuracy and assigns to a Gas Design technician who reviews the application and contacts the customer to discuss details of request.
3. The Designer creates a design for the job and the cost associated.
4. The Designer supplies the cost to the CL who then, per the tariff 7.3.A, applies any applicable estimated base annual revenue (EBAR) credits before sending the contract to the customer.
5. The customer is responsible to sign the contract and submit payment in full to PECO before the job is scheduled.
6. PECO schedules the job.
7. PECO constructs natural gas facilities.
8. Customer is responsible for the piping from the meter to their equipment as well as restoration on private property.



## Timeframe for the Construction of New Natural Gas Service

Timeframe to complete a large new business service can vary significantly due to additional capacity needed, equipment availability and additional constraints. If main extension is not required, the timeframe to complete a large new business service on an existing gas main is 6 to 12 months from a signed contract.

**Note:** The timeframes are MINIMUMS and could take longer depending on workload and job complexity. Examples included construction required to provide additional capacity.



## Cost for New Natural Gas Service

### Per PECO Gas tariff section 7.3.A

PECO will make an investment equal to the present value of the estimated base annual distribution revenue (EBAR) over 40 years. If the total cost for the service exceeds that amount, the customer is responsible for the additional cost.





## Requesting Relocation of Existing Electric Service

To request a relocation of existing service with PECO, you will need to fill out a service and meter application in its entirety. Once completed, you will send it to the appropriate new business office email listed below.

<b>Bucks and/or Montgomery County:</b>	<a href="mailto:BucksMontServiceApplications@Exeloncorp.com">BucksMontServiceApplications@Exeloncorp.com</a>
<b>Delaware and/or Chester County:</b>	<a href="mailto:Delchesterserviceapplications@exeloncorp.com">Delchesterserviceapplications@exeloncorp.com</a>
<b>Philadelphia County:</b>	<a href="mailto:PhilaNewBusiness@exeloncorp.com">PhilaNewBusiness@exeloncorp.com</a>



## Service and Meter Application Process for Relocation of Electric Service

See above process for new service as process is same for relocation of existing service.



## Large Load Process

For large load requests that will require a connection at 138 KV or 230 KV, additional studies may be required in order to provide necessary capacity. Please reach out to the Economic Development team for guidance on this process. They can be reached via the email address below.

[PECO.EDEV@exeloncorp.com](mailto:PECO.EDEV@exeloncorp.com)



## Timeframe for Relocation of Existing Electric Service

Timeframe to be determined dependent on the complexity of the job.



## Cost for Relocation of Existing Electric Service

All cost for Relocation of Existing Service is the responsibility of the requesting party.

**Note:** With all relocations, the customer is responsible for contacting all other companies who have facilities attached to coordinate the move of their facilities.







## Request to Make Construction Site Safe (Make Safe Request)

To request a construction site Make Safe Request with PECO, [use this link to submit your request](#). You can also fill out a service and meter application checking Make Safe Request and complete the form in its entirety and send it to the appropriate new business office email listed below. Please note, to abide by all OSHA rules when working around energized facilities.

<b>Bucks and/or Montgomery County:</b>	<a href="mailto:BucksMontServiceApplications@Exeloncorp.com">BucksMontServiceApplications@Exeloncorp.com</a>
<b>Delaware and/or Chester County:</b>	<a href="mailto:Delchesterserviceapplications@exeloncorp.com">Delchesterserviceapplications@exeloncorp.com</a>
<b>Philadelphia County:</b>	<a href="mailto:PhilaNewBusiness@exeloncorp.com">PhilaNewBusiness@exeloncorp.com</a>

### Helpful Tips

1. Please answer all the questions on the Service & Meter Application completely.
2. Please include additional information to help PECO's engineers better evaluate your request.
3. Be sure to submit your application as early as possible to minimize the impact of PECO's work on your timeline.
4. All work must comply with PECO's Electric Service Requirements Manual and be inspected by an approved inspection agency. PECO may share requests in Philadelphia with the Department of Licenses & Inspections. [Click here for PECO Electric Service Requirements](#).
5. Not all service voltages are available in all areas. Before purchasing electrical equipment or doing any wiring, the customer should obtain information from PECO regarding service availability and meter location.
6. A customer must complete a credit application and agreement if the customer has not had PECO service within the last 60 days.
7. PECO's New Business Department phone number for all regions (DelChester, BucksMont, and Philadelphia counties): 1-800-454-4100.



**Know what's below.  
Call before you dig.**



**If there are any questions, please do not hesitate to reach out to the Economic Development team at the below email address.**  
[PECO.EDEV@exeloncorp.com](mailto:PECO.EDEV@exeloncorp.com)