

## **GENERAL INFORMATION- NEW OR MODIFIED ELECTRIC SERVICE**

Subject to Wisconsin law, Manitowoc Public Utilities (MPU) provides electric service within the city limits of Manitowoc. A customer who requests service from MPU enters into a contract with MPU with terms regulated by the Public Service Commission of Wisconsin (PSCW). Service Rules and tariffs are available from the PSCW ([www.pscw.wi.org](http://www.pscw.wi.org)) and the MPU ([www.mpu.org](http://www.mpu.org)) websites.

Customer equipment must comply with Wisconsin Administrative Code, Chapter SPS 316 and with Manitowoc Municipal Code ([www.Manitowoc.org](http://www.Manitowoc.org) Chapter 18 – Electric Code) as a condition of receiving service from MPU.

### **CITY PERMIT REQUIRED**

All electrical work done in a building or structure that installs or disturbs the service conductor to the meter or the meter socket requires a permit and an inspection per Chapter 18 of Manitowoc Municipal Code. The customer or customer's contractor is responsible for obtaining building permits and for scheduling inspections. A web-based permit application is available at the Building Inspection tab at [www.Manitowoc.org](http://www.Manitowoc.org). **Service from MPU is always contingent on approval from the Authority Having Jurisdiction (AHJ). Unpermitted work will be considered a violation of electric code, and will be subject immediate disconnection and a double permit fee.**

### **MPU "ELECTRIC SERVICE REQUEST" ("ESR") FORM ED-1050**

**MPU requires completion of Form ED-1050 for new services, service upgrades, temporary meter removal, temporary overhead connections, or when service is cut at the mast.** Complete the form and submit it to MPU at 1303 South 8<sup>th</sup> Street, 1540 Dewey Street, or via email to [MPUCustomerservice@MPU.org](mailto:MPUCustomerservice@MPU.org). The form is available on the MPU website ("Request Service" tabs). MPU requires this form be submitted **at least three weeks in advance of new service installation and at least three business days in advance of service modifications.** Work to restore power following an emergent power outage is the only exception where MPU will accept the form by noon of the next business day.

The above are minimum requirements. MPU may require additional calculations, plans and documentation to accommodate complex service installations. Please plan and schedule accordingly.

### **AVAILABLE FAULT CURRENT (AIC RATING - AMPERE INTERRUPTING CAPACITY)**

Single-phase services require equipment ratings of 22KA minimum. Consult with the MPU Distribution Operations Department (920-686-4366) for all other applications.

### **MPU METER SEALS**

Energized meter compartments must be secured with an MPU meter seal, a #12 copper wire, or substantial equivalent that requires a tooling for removal. An MPU meter seal may not be removed without notification to the MPU Customer Service Department via telephone (920-683-4600) or email [MPUCustomerservice@MPU.org](mailto:MPUCustomerservice@MPU.org). MPU meters may only be temporarily removed by a licensed electrician who has submitted an ESR or an authorized MPU employee. **Unauthorized MPU seal removal constitutes meter tampering and initiation of energy theft procedures.**

### **TEMPORARY OVERHEAD ELECTRICAL CONNECTIONS**

MPU permits a journeyman electrician to install temporary overhead electrical connections to energize a customer's service with the following procedure:

1. Electrical permit and inspection requirements for energization are always contingent on AHJ approval first. No exceptions. **Connection without AHJ approval is a violation of code.**
2. Connectors must be mechanical connections, insulated or taped, and listed for the size and type of wire.
3. Temporarily seal the meter with a #12 AWG solid copper wire or equal method (by the electrician or AHJ).
4. The AHJ will subsequently notify MPU Customer Service (920-683-4600 or [MPUCustomerservice@MPU.org](mailto:MPUCustomerservice@MPU.org) or Distribution Operations (920-686-4335 or 920-686-4366) that temporary connections and/or temporary meter seals were installed.
5. MPU will replace temporary connections with permanent connections and meter seals. The electrician's temporary electrical connectors will be retained by MPU for up to one month. The electrician should contact the MPU Superintendent (920-686-4335) to arrange recovery.