

## Service Requirements for Commercial Properties

After your initial request, Dominion Energy will contact you to gather additional information about the work request. The following information may be needed in order for your Dominion Energy representative to begin working on a project plan and design package. Additional requirements may need to be satisfied prior to service completion. You will be notified of these requirements by your Dominion Energy contact.

- ✓ **Electronic AutoCAD file of site plans and record plat**  
(Note: Failure to provide electronic plan may jeopardize our ability to provide service in an acceptable timeframe. (AutoCad version 2018 or earlier in .dwg or .dxf format). All Xref drawings/layers will need to be bound. In addition, please provide any special font or line type files to support the AutoCAD Files.)
- ✓ **One hard copy of site plans (full size)**
- ✓ **Completed load letter for each metered service requested**
- ✓ **Electrical Riser Diagram(s)**
- ✓ **Overall development plan and order of development, if applicable (1 copy)**
- ✓ **Site plan showing preferred meter locations.** (Note: Reference the Blue Book for information regarding metering equipment types and location. Dominion Energy reserves the right to designate/approve the meter location. Link to the Blue Book: <https://www.dominionenergy.com/library/domcom/media/home-and-small-business/new-construction/blue-book.pdf?modified=20190108192147> )
- ✓ **A copy of the land disturbance permit**
- ✓ **Property Ownership information (as shown on the current deed) including the name and title of the person authorized to sign any required easement.**
- ✓ **Customer-owned metering equipment must be approved by Dominion Energy prior to purchase and installation.** (For example, if a switchgear, submit drawing and drawing number of the bus and/or switchgear, which shows all necessary dimensions for the installation of Current Transformers (CTs) and the service lateral. If a meter stack, the type and manufacturer must be approved.)

### Additional Considerations:

- Will you need temporary service?
- Will there be additional services needed such as metered traffic signals, a meter for private lighting, etc.?
- Provide the anticipated date you will be ready for electric service.
- Provide the correct mailing address if different from the service address.
- Provide preferred point of contact information (builder, electrician, other.)
- Any required conduit is installed by the customer. Dominion Energy will provide the customer with a conduit layout and specifications.
- An electrical inspection must be received in order to set a meter.
- Provide any special site condition information such as future site considerations.
- The project will not be scheduled for installation until all requirements are met including any necessary paperwork signed and returned, any applicable project payment received, and the site is ready for service (please see the Site Ready checklist for further information.)
- Are existing overhead facilities located on or around your site? If so, consideration needs to be given to the "Virginia Overhead High Voltage Line Safety Act"  
<https://domsafety.com/contractors/look-up-and-live/>

**Note: All requested information must be submitted in order for the Dominion Energy representative to begin working on your project plan and design package.**