

# COMMERCIAL & INDUSTRIAL SERVICE APPLICATION



powering lives

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## APPLICATION PROCESS Below is the process to receive any type of electric service from ComEd:

### 1 Establish or Verify Your Account

If you have an existing ComEd account please enter the number in the “Existing ComEd Account #” field. If this is a new service and you need to establish a ComEd account you must provide a SSN (Residential) or TaxID (Commercial) for account setup by calling ComEd at 1-866-639-3532 (1-866-New-Elec). If this information is not provided, you can continue your submission, but a customer service representative will have to contact you before your application can be processed.

### 2 Complete and Submit Service Application

Please work with a licensed electrical professional to complete your application. You have two options for submitting your information:

*Preferred Method:* Enter your information directly into the **New Business Portal** online form. You will immediately receive a confirmation number for tracking your project status.

*Alternative Method:* You may email your completed pdf application to [ServiceApplications@ComEd.com](mailto:ServiceApplications@ComEd.com).

### 3 Coordinate with Project Lead

You will be assigned a ComEd Project Lead who will determine how we can best meet your electric service needs and will contact you to learn more about your project. If needed, the assigned Project Lead will meet you at the project site to take measurements and evaluate equipment. They will create an agreement, a summary of any applicable charges, and diagrams depicting the service and will mail or email the documents to you.

### 4 Service Authorization

Review all documents provided by your ComEd Project Lead, sign and return them to your representative along with payment, if applicable, to authorize work to begin.

### 5 “Service Need” Date Determination

The “start work” and “service need” dates will be negotiated with you and every effort will be made to meet your “preferred service” date. Delays in submitting the necessary documentation or changes to the project may adversely impact the “service need” date.

### 6 “Service Need” Date Confirmation

Four weeks prior to the “start work” date, your ComEd representative will contact you to confirm whether work can begin. If the work cannot begin, the “start work” and “service need” dates will be adjusted accordingly. The new dates will be subject to ComEd’s workload and resource availability.

### 7 Final Inspection

Two weeks prior to the “start work” date, ComEd will perform an on-site inspection to verify the site is ready for work to begin. If the site is not ready, ComEd will let you know what needs to be done to make the site ready. ComEd reserves the right to reschedule the “start work” and “service need” dates based on the work required to make the site ready.

## GENERAL SERVICE NOTES

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- Unanticipated events such as severe weather or other emergencies may delay the “start work” or meeting the “service need” date. ComEd will make every attempt to notify you as soon as it becomes aware of such delays.
- Like any other business, ComEd is obligated to obtain all necessary permits before beginning work. Promptly returning accurate and complete documents can help expedite this process.
- The “service need” date may be impacted depending on the amount of offsite work ComEd may need to perform.
- If ComEd crews are required to work outside of normal weekday hours, overtime labor charges will apply.
- For more information about the ComEd New Business process, please go to: [ComEd.com/NewBusiness](http://ComEd.com/NewBusiness)

## NEW, REVISED AND TEMPORARY SERVICE NOTES

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- The date service that is provided may be impacted depended on the existing capacity of the area.
- Some municipalities may require separate Fire Pump and Emergency services. Please remember to include these services on your New Service application if applicable.
- You may be required to provide easements and space on your property, or inside your building for ComEd equipment.

## METERING NOTES

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Please be aware that the ComEd System Meter department must approve the installation of main electrical panels and all associated new electrical equipment that are rated greater or equal to 1,200 amps & any service that is greater than 600 volts.

To obtain approval, email the following documents to [SWBD.Approvals@ComEd.com](mailto:SWBD.Approvals@ComEd.com):

The ComEd Service Application (completely filled out)

A PDF of the existing or planned electrical/power system one-line diagram which illustrates the meter current transformer cabinet, switchgear, power panels and disconnect switch sequence.

A PDF diagram\* of the physical equipment which you plan to install (e.g., meter current transformer cabinet, switchgear and/or power panels).

One line drawings for multi-unit buildings must show the location and amount of meters cabinets on each floor for approval.

Allow the ComEd System Meter department *10 business days* to review and return your drawings.

All customer-submitted plans/drawings must be stamped *ComEd* approved before service can be provided.

Individual residential units are treated as separate customers requiring separate metering per the ComEd rate book ([ComEd.com/Rates](http://ComEd.com/Rates)).

*\*A diagram must be provided for **each** switchboard needing approval. These diagrams may be found in your project’s electrical plans and manufacturer’s specifications. Confer with your electrical contractor, architect or engineer. Always include the name of the equipment manufacturer and model number in the title block.*

## OTHER

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Please note that all customers now have a choice of electric suppliers, electric rates, metering option, etc. For more information, visit our website at [ComEd.com/Choice](http://ComEd.com/Choice) or call our Business Solutions at 1-877-426-6331 (1-877-4-ComEd-1).

# COMMERCIAL & INDUSTRIAL LOAD INFORMATION

FORM TO BE COMPLETED BY QUALIFIED ELECTRICAL PROFESSIONAL

## SITE & BUILDING INFORMATION

<b>PROJECT NAME</b>		<b>PROJECT TYPE</b>		<b>EXISTING COMED ACCOUNT #</b>	
<b>SITE ADDRESS</b>		<b>CITY</b>		<b>ZIP CODE</b>	
<b>REQUESTED SERVICE</b> Permanent      Temporary		<b>UNIT TYPE (IF APPLICABLE)</b> Residential      Commercial			
<b>RESIDENTIAL # OF UNITS</b>	<b>TOTAL RESIDENTIAL SQ. FOOTAGE</b>	<b>COMMERCIAL # OF UNITS</b>	<b>TOTAL COMMERCIAL SQ. FOOTAGE</b>		
<b>HOURS OF NORMAL OPERATION</b>					
Start:		AM	PM	End:	AM    PM    24-hour

## EQUIPMENT AND VOLTAGE

### PREFERRED SERVICE EQUIPMENT TYPE

Underground      Overhead      Vault/High-rise      Outdoor Lighting

### SERVICE VOLTAGE

120/240V 1-phase 3-wire      120/240V 3-phase 4-wire      120/208V 3-phase 4-wire      277/480V 3-phase 4-wire  
 480V 3-phase 3-wire (B-phase grounded, not allowed in Chicago)      480V 3-phase 3-wire (ungrounded, req. special equipment & approval)  
 4kV      12kV      34kV      Other:

## SWITCH INFORMATION (if more than one, please attach the following information per switch)

<b>SWITCH NAME</b>		<b># TOTAL SWITCHES FOR PROJECT</b>		<b># SWITCHES IDENTICAL TO THIS APP</b>	
<b>SWITCH LOCATION, IF KNOWN</b>		<b>SWITCH SIZE (AMPS)</b>		<b>SIZE OF CONDUCTOR</b>	
<b>SWITCH RATING (%)</b>	<b>NUMBER OF SECONDARY SETS</b>	<b>CONDUCTOR MATERIAL</b> CU      AL			

# COMMERCIAL & INDUSTRIAL LOAD INFORMATION

FORM TO BE COMPLETED BY QUALIFIED ELECTRICAL PROFESSIONAL

PROJECT NAME
SWITCH NAME

**LOAD INFORMATION (all loads should be shown in kW, with a power factor of .85 used for conversion from KVA)**

CATEGORY	DESCRIPTION	I-PHASE CONNECTED LOAD	I-PHASE DIVERSIFIED CAPACITY*	3-PHASE CONNECTED LOAD	3-PHASE DIVERSIFIED CAPACITY*
Lighting					
Appliances					
Receptacle					
Process Heat					
Water Heat					
Motors**					
HVAC/Heating					
HVAC/Cooling					
Ventilation-All Year					
Other					
<b>Total</b>					

*\*Diversify connected load per Chicago Electrical Code in the City of Chicago and applicable areas, diversify per National Electrical Code in all other areas.*

*\*\*Please provide mechanical switchboard schedule.*



# COMMERCIAL & INDUSTRIAL PROJECT INFORMATION

## SITE INFORMATION

<b>PROJECT NAME</b>		<b>CONTACT NAME</b>	
<b>SITE ADDRESS</b>		<b>CITY</b>	<b>ZIP CODE</b>
<b>CONTACT EMAIL</b>	<b>CONTACT PHONE</b>	<b>TOTAL NUMBER OF SERVICE ENTRANCE LOCATIONS</b>	
<b>ELECTRICAL PERMIT #</b>	<b>DATE OF GROUNDBREAKING</b>	<b>TOTAL NUMBER OF SWITCHES (Points of Service)</b>	
<b>DATE COMED CAN BEGIN WORK</b>	<b>PREFERRED SERVICE DATE</b>	<b>TOTAL NUMBER OF METERS REQUESTED</b>	

## BUSINESS INFORMATION

<b>LEGAL NAME OF ENTITY (ELECTRIC CONSUMER)</b>	<b>TAX I.D.</b>	<b>EXISTING COMED ACCOUNT #</b>	
Corporation	Partnership	Sole Proprietor	Other:

## PRINCIPLE(S) to sign agreements for service, easements, etc.

<b>PROPERTY OWNER</b>	<b>PHONE</b>
<b>BUILDING OWNER</b>	<b>PHONE</b>
<b>BUILDING MANAGER</b>	<b>PHONE</b>

# COMMERCIAL & INDUSTRIAL PROJECT INFORMATION

PROJECT NAME
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## MAILING ADDRESS FOR AGREEMENTS

COMPANY	EMAIL	PHONE	FAX
ADDRESS	CITY	STATE	ZIP CODE

## MAILING ADDRESS FOR ELECTRIC BILLS

COMPANY	EMAIL	PHONE	FAX
ADDRESS	CITY	STATE	ZIP CODE

## PROJECT CONTACTS

CONSULTING ENGINEER	FIRM NAME
ADDRESS	CITY STATE ZIP CODE
EMAIL	PHONE FAX

GENERAL CONTRACTOR	FIRM NAME
ADDRESS	CITY STATE ZIP CODE
EMAIL	PHONE FAX

# COMMERCIAL & INDUSTRIAL PROJECT INFORMATION

PROJECT NAME

<b>ELECTRICAL CONTRACTOR</b>		<b>FIRM NAME</b>		
<b>ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>EMAIL</b>	<b>PHONE</b>		<b>FAX</b>	
<b>OTHER</b>	<b>ROLE</b>	<b>FIRM NAME</b>		
<b>ADDRESS</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>EMAIL</b>	<b>PHONE</b>		<b>FAX</b>	

## REQUIRED DOCUMENTS

**The following documents may be required (items are required for non-overhead services):**

- Plat of Survey with legal description of property (for easement, if required)
- Site Plan showing building relative to property lines and elevation information for multi-story buildings – mark service entrance location(s)
- Civil drawings (showing water, sewer, gas, phone, electric, pavement, grading, etc.)
- Complete electrical drawings and/or load detail sheets

## INFORMATION PROVIDED BY

<b>SIGNATURE</b>	<b>PRINT NAME</b>	<b>DATE</b>
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*Submit your information via the [New Business Portal](#) online form or email your completed pdf application to [ServiceApplications@ComEd.com](mailto:ServiceApplications@ComEd.com).*



# COMMERCIAL & INDUSTRIAL CUSTOMER METER CHECKLIST

The following must be complete before any meters can be set (Check all that apply)

## GENERAL REQUIREMENTS

- If applicable, a permit must be obtained prior to ComEd notification and/or approval.
- All fittings must have a CECHA stamp to receive ComEd approval. Fittings must be located in a ComEd approved location.
- All meter sockets must be clearly identified with unit number, fire pump, building meter, etc. on the fitting.
- All units must be clearly identified, using the final unit number, designation and/or address on the unit's breaker panel.
- All load wires must be landed and terminated between the meter socket and unit panels.
- All new and existing services must have required grounds.
- One line drawings for multi-unit buildings must show the location and amount of meters cabinets on each floor for approval.
- Individual residential units are treated as separate customers requiring separate metering per the ComEd rate book ([ComEd.com/Rates](http://ComEd.com/Rates)).
- No empty meter fittings allowed; if meter housing will not be used, please remove meter connection hardware and secure with blank metal face plate.

## SINGLE-PHASE METERING

- A fifth jaw is required at the nine o'clock position of the socket for "WYE" (120/208v) services.
- If there is no bypass handle provided on the socket, jumping studs/horns are required on the line and load connectors of the meter fitting. Meter fitting(s) must be proper height. Service attachment (I-plate) must be installed in proper location and must be within minimum and maximum height clearances.
- Trees on private property must be trimmed and/or removed as needed by the customer to allow service drop installation.

## THREE-PHASE SELF-CONTAINED METERING

- All three-phase, 120/240V, four-wire, self-contained meter installations (200 Amps. or less), the high phase must be attached on the right side of the fitting and clearly identified within the meter fitting and at the weatherhead.
- All phases and the neutral must be clearly identified.
- An integrated bypass lever is required for all three-phase, self-contained meter fittings.

## THREE-PHASE TRANSFORMER-RATED METERING

- High phase must be in the center position in all current-transformer cabinet installations.
- Please make sure the switchgear size, estimated demand load and voltages have been provided to the Project Engineer. Also, an approved wiring harness must be provided in all current-transformer cabinet installations (per ComEd requirements) when the meter fitting is on the CT cabinet door.

For metering standards and dimensions, please see ComEd's Service and Meter Requirements on the ComEd website at: [ComEd.com/Redbook](http://ComEd.com/Redbook) or [ComEd.com/MeteringRequirements](http://ComEd.com/MeteringRequirements).