

Wisconsin, Michigan



2017 Service Guide



Contents

Developers

Welcome, developers!	2
Developers process for natural gas and electric service.....	3
Site readiness checklist	4
Multiple dwelling unit identification form	6
New plat submittal form – New residential development	8

Builders

Welcome, builders!	10
Builders process for natural gas and electric service	11
Requirements for site readiness	12
FastApp	14
Application for gas and electric services	16
Site sketch form	18
Standard and winter construction charges	20
Service installation requirements	23
Electric inspection requirements	24
Natural gas inspection requirements	25

Communities served by Xcel Energy	26
--	-----------

Xcel Energy developed this handbook as a general guideline for residential contractors. Building processes vary by state and not all procedures as stated apply to every region. The information in this guide should not be construed as an exception to standards, regulations and publicly filed tariffs already set forth. It is advised that you consult with your Xcel Energy design representative for complete requirements as they apply to your jurisdiction. We hope you find this guide helpful and we welcome any suggestions or comments you may have.

Please submit to: bclwi@xcelenergy.com

Welcome, developers!

Xcel Energy has many programs and services designed to help you generate more business. Here are just a few of the advantages of choosing Xcel Energy as your energy provider. It's a good business decision you'll appreciate for years to come.

- **Convenience.** You'll have just one utility contact for natural gas and electric service and construction.*
- **Joint trenching.** Xcel Energy is committed to installing utilities in a joint trench wherever possible. We will work as the coordinator for joint trench utilities in your new developments, including natural gas, electric, cable TV and telephone.*
- **Installation of electric facilities.** We reserve the right to install these facilities in a permanent location. In most developments, transformer and pedestal locations can be pre-determined. In large (acreage) lot developments, where the home locations can vary significantly, transformer and secondary facility locations cannot be determined until the specific home sites have been determined. Because of this, Xcel Energy can only install the electric primary cable (backbone system) during the initial installation. Individual transformer and secondary facilities will be installed as home locations are determined. The developer will be charged up front for the costs of this backbone system installation. When home locations are determined, and transformers and secondary facilities are installed, developers may receive a full or partial refund on their initial payment, based on the construction allowance and the associated revenues. Please work with your project designer to determine these upfront charges. If an additional system is required beyond the backbone, additional charges may apply to the builder and the developer may not receive a refund.

The benefits don't stop there! The residents who buy homes in your development will appreciate:

- Competitive low-cost natural gas and electricity.
- Convenient payment programs such as Averaged Monthly Payment and Auto Pay.
- The convenience of receiving just one monthly bill in Xcel Energy's natural gas and electric service areas.
- Rebates for installing energy-efficient equipment.

*Single point of contact and joint trenching available in some areas. Subject to review on a case-by-case basis.

Developers process

for natural gas and electric service

First steps:

- Complete the New Plat Submittal Form (Page 8)
- Apply for electric and gas extension for development (back bone system)
- Apply for street lighting as soon as possible, even if lighting requirements may vary.

If possible, have the following information:

- number of lights
- location of lights
- contact for lighting questions

Simply mail:

- A completed development application (Page 8);
- Two full sets of construction plans (including your construction schedule and anticipated ready-date for small utilities including water and sewer installation)
- Two copies of the plat

Local office address:

Xcel Energy
Wisconsin, Michigan
Attn: Builders Call Line
P.O. Box 8
Eau Claire, WI 54702

Hours: 7 a.m. – 5 p.m. Central Time

The plans will be forwarded to your Xcel Energy designer for construction design.

Please note: Your Xcel Energy designer will let you know if agreements or contracts must be processed prior to installation.

FOR NATURAL GAS AND ELECTRIC SERVICE

The Builders Call Line is open Monday through Friday, 7 a.m. to 5 p.m.

Website: xcelenergy.com

Select “Builders” under “Working With Us” in the bottom right corner of the screen.

Phone: 800.628.2121 Fax: 888.742.5623

To obtain a downloadable application online, go to xcelenergy.com/WorkingWithUs/Builders/Service_Activation. Apply using the FastApp tool or the emailable online application form. The Xcel Energy Standard Electric Installation and Use Manual is located under Additional Resources. Please use the manual to ensure you meet Xcel Energy’s standards.

Xcel Energy residential development site readiness checklist

Before we install service in your development, please make sure the following items are complete:

- Upon receiving the Xcel Energy utility design, please verify that utility locations do not conflict with driveways, sidewalks, garages, fire hydrants, etc. If you have any questions or concerns, please call your Xcel Energy design representative.
- Major utilities installed, including sewer and water.
- Site is within four to six inches of final grade in installation area and cable routes.
- Block numbers and lot corners are identified and staked.
- In some areas, if required by the city, curbs should be installed and the first layer of blacktop laid down. If curbing is not required, the point of termination must be backfilled properly and to grade, with a layer of Class 5 as a road base.
- Area cleared between boulevard and property line.
- No topsoil or straw placed on boulevards. Xcel Energy is not responsible for restoring topsoil, seed, straw or sod if it is placed prior to our installation.
- On multi-unit dwellings (duplexes, four-plexes, etc.) transformers, pedestals and streetlights are surveyed and staked. Xcel Energy requires accurate labeling on meter sockets and corresponding panels and customer gas piping prior to installation of the meters. (Refer to the Multiple Dwelling Unit Identification form on Page 6)
- Please notify your builders when we are coming so they can clear the pathways for joint trench utilities.

Builders' services can be installed during Xcel Energy construction of your development if:

- Builders' applications are **submitted at least six weeks prior** to the start of Xcel Energy construction in the development to ensure proper planning and scheduling.
- The site plan and all other applicable agreements are signed and submitted to the Builders Call Line when the service is applied for.
- A 10-foot-wide path is cleared from the primary backbone to the meter locations on the home or building (if applicable).

If you have any questions, please call the Builders Call Line at 800.628.2121.



Multiple Dwelling Unit Identification form

Identification

Michigan | Wisconsin



Multiple Dwelling Unit Identification For Michigan, Wisconsin

Please photocopy both sides of this page for multiple use.

Fill out this form if you install multiple services in a building. If you need a copy of this form or have questions about it, please call Xcel Energy Builders Call Line at **800.628.2121**.

Building name _____

Building address _____

Owner name _____

Owner mail _____

Address _____

Owner telephone number _____

Electrical/gas contractor _____

Electrical/gas contractor telephone number _____

Number of units: Residential _____ Commercial _____

Gas only Pressure required (circle one) 7" or 2 lb.

Sketch building layout

Sketch service entrance and metering arrangement (apartment number)

Xcel Energy requires accurate labeling on meter panel, corresponding distribution panels and customer gas piping BEFORE the meters will be installed. The meter socket shall be marked with a stamped plastic, brass, aluminum or stainless steel tag or a weather-resistant sticker securely attached to the meter socket. The stamped tag or permanent sticker shall be attached to the exterior, non-removable portion of the meter socket and at the individual meter main disconnect. Any other means of identification is not acceptable.

Electrician/gas contractor signature and date _____

Owner signature and date _____

Any changes to the above layout could result in additional charges to the owner.

Fold over and mail to address on back or email or fax this completed form to the BCL office.

Email to: BCLWI@xcelenergy.com Fax to: 888.742.5623

**Mail to:
Xcel Energy
Builders Call Line
P.O. Box 8
Eau Claire, WI 54702**

New Plat Submittal Form – New residential development

APPLICATION
WI | MI



New Plat Submittal Form

NEW RESIDENTIAL DEVELOPMENT

Builders Call Line • 1414 W. Hamilton Avenue • PO Box 8 • Eau Claire, WI 54702-0008 • Phone: 1-800-628-2121 • Fax: 1-888-742-5623 • Email: BCLWI@xcelenergy.com

xcelenergy.com • Please photocopy this page for multiple use.

Developer Name _____ Today's Date _____

Phone _____ Contact _____ Fax _____

Pager _____ Cell Phone _____ Other Contact Number _____

Mailing address _____ City _____ State _____ ZIP _____

E-mail* _____

*By providing your e-mail, you are giving us permission to send information about this and other Xcel Energy products, services and events.

Project Information

Development Name _____ Contact _____ Phone _____

Type of Development Single-Family Number of Lots _____ Multi-Family Number of Units _____

Existing Homes on Site Yes No Development Served By: City Water/Sewer Septic/Well

Road Requirements Curb and Gutter Sidewalk Rural Ditch Section

Paving Yes No Association common area/community area/swimming pool Yes No

Association Sprinkler System Yes No Sprinkler system electric locations(cross streets): _____

Commercial Buildings Yes No Fountains Yes No 3 Phase Requirements Yes No

Requested Services Electric Gas Street Lighting

List any special conditions that might require an on-site meeting to determine energy routing _____

Location - If Plat included, skip this section

Site Location _____

Nearest Crossroads _____

Section _____ City/Town/Village (circle one)

Schedule

Two full sets of construction plans enclosed Yes No

Approval Stage Conceptual Preliminary Final

Construction Start Date _____ Electric/Gas Target Install Date: _____

THIS SECTION FOR Xcel Energy USE ONLY

Xcel Energy Street Lights Project? Yes No Work Order No. _____ Designer _____

GIS DATA

File ID: _____ Received From _____ Date Received _____

Format Paper Digital Type _____

Conversion Area Future Current

Date Landbase Created In GIS _____ Date Street Centerlines and Address Created in GIS _____

Date Designer Notified _____



Welcome, builders!

Xcel Energy has many programs and services designed to help you generate more business. Here are just a few of the advantages of having Xcel Energy as your energy provider:

- **Convenience.** You'll have just one utility contact for natural gas and electric service and construction.*
- **Joint trenching.** Xcel Energy is committed to installing natural gas and electric services along with cable TV and telephone in a joint trench wherever possible. We will work as the coordinator for joint trench utilities in your new developments, including natural gas, electric, cable TV and telephone.*

But the benefits don't stop there. Customers who buy your homes will appreciate:

- Low-cost natural gas and electricity.
- Convenient payment programs such as Averaged Monthly Payment and Auto Pay.
- The convenience of receiving just one monthly bill in Xcel Energy's natural gas and electric service areas.
- Rebates for installing energy-efficient equipment. Call the Residential Call Center and ask to speak with a Rebate Specialist at 800.895.4999.

*Single point of contact and joint trenching available in some areas. Subject to review on a case-by-case basis.

Builders process

for natural gas and electric service

Step 1

Apply for gas and electric services using the FastApp tool or the application provided on Pages 16–17, fax, email or mail your completed service application and site plan (showing meter and sewer locations) to Xcel Energy's Builders Call Line. **Please contact us before you dig the foundation. Please allow at least six weeks for installation.**

Step 2

You will receive electronic confirmation that your application was received. The confirmation letter will include the builder site readiness requirements. Please share this information with all applicable parties.

A Site Plan must be submitted with the application to avoid delays. When applying for natural gas service (new service or gas conversion), a Natural Gas Service Agreement must be submitted, along with the site plan, before the application can be forwarded to the designer. All required forms must be submitted prior to Xcel Energy designing the service.

Step 3

Electric and Gas services: Have your contractors mail or fax the Xcel Energy Electrical Inspection Certificate and/or the Natural Gas Inspection Certificate to the Builders Call Line upon the completion of their work. The local office will verify that the work is complete.

Note: Inspection confirmations are determined by the community in which you are building. Some cities require the electric and gas service to be inspected by a state or city inspector. Please check the requirements for your region.

Step 4

To make your installation easier, please provide Xcel Energy with a clear service path until your service installation is complete. Site is within four to six inches of final grade.

Installation

Electric – An Xcel Energy Electrical Inspection Certificate is required prior to installation of the service and meter. Requirements vary from state to state. Please check the requirements for your region. (Refer to page 25)

Natural gas – When the service is ran, the meter may be set. If set, the meter will be locked to ensure safety. (Refer to page 21) An Xcel Energy Gas Inspection Certificate is needed prior to the installation and unlock of the meter (if set).

Joint trench – We install services in a joint trench whenever possible. For joint trenching, natural gas and electric meter locations are preferred to be on the same side of the house as the electric stub, pole, transformer or pedestal.

The Builders Call Line is open Monday through Friday, 7 a.m. to 5 p.m.

Website: xcelenergy.com

Select "Builders" under "Working With Us" in the bottom right corner of the screen.

Phone: 800.628.2121 Fax: 888.742.5623

To obtain a downloadable application online, go to xcelenergy.com/WorkingWithUs/Builders/Service_Activation. Apply using the FastApp tool or the emailable online application form. The Xcel Energy Standard Electric Installation and Use Manual is located under Additional Resources. Please use the manual to ensure meeting Xcel Energy's standards.

Requirements for site readiness

For services to the home

Please contact us before you begin digging your basement foundation so we can more effectively meet your service installation scheduling requirements.

Site-ready requirements

Prior to Xcel Energy service installation, please make sure the following are completed:

- An application and site plan has been submitted to Xcel Energy. Site plans must show the sewer lateral/septic system with connection line and the preferred meter location(s) to be accepted.
- Xcel Energy Electrical Inspection Certificate is filed with the Builders Call Line after the work is performed. Check with your Xcel Energy representative for inspection requirements in your area.
- A 10-foot path must be clear of all obstacles from the meter(s) to the energy source (pole, transformer, pedestal, electric stub or natural gas service tee from the gas main) point of termination.
- **Electric Heavy-Duty Lever Bypass meter socket (s) must be installed.** Requirements can be found in the Xcel Energy Standard for Electric Installation and Use Manual.
- Site is within four to six inches of final grade.
- **Privately owned underground facilities are located by the customer.** Xcel Energy is not responsible for damage to privately owned underground facilities that are not properly located by the customer. Xcel Energy will contact Digger's Hotline to locate other utilities' underground facilities before installation of the service.
- Sewer lateral or septic system location and depth must be verified. An Xcel Energy contractor may need access to the sewer piping in the basement to perform verification, if location is unknown. **All new construction requests must submit sewer information.**
- Foundation is in and backfilling is complete.
- Natural Gas Inspection Certificate is filed with the Builders Call Line after work and air pressure/leak tests are performed and the service is ready to be energized. Check with your Xcel Energy representative for requirements in your area.
- Natural Gas Service Agreement is signed and submitted to the Builders Call Line when applicable.
- Riser location is clearly marked.
- See Page 23 for minimum meter clearance information.

The Xcel Energy Standard for Electric Installation and Use Manual can be used as a resource to ensure you are meeting site-ready requirements. To utilize this manual, go to xcelenergy.com/WorkingWithUs/Builders/Service_Activation. The Xcel Energy Standard for Electric Installation and Use Manual is located under Additional Resources. Please click to download.

Thank you for your cooperation. If you have any questions, please call the Xcel Energy Builders Call Line at 800.628.2121.

*Please note: This manual is updated annually.

Requirements for site readiness

Requirements to apply for service (any method)

- Service address. Lot numbers and rural information such as section, township, range and the nearest cross street is beneficial.
- Responsible party information (name, phone, mailing address)
- Site contact during construction
- Service type (1ph, 3 ph, Amps, BTUs, delivery pressure)
- Meter location (Looking from the front of the house, approximate distance located off which corner of the house.) Example: right side of house; 23 feet off NE corner.
- Setback from the property line
- Electrician (name, phone)
- HVAC (name, phone)
- **Site plan must be submitted at the time of the application. Site Plan must show the sewer lateral/septic system with connection line to the structure and the meter location(s).**
- **Natural gas service agreement must be signed and submitted to the Builders Call Line before an Xcel Energy designer can begin to design your service (if applicable).**

Reminder: New requirements effective January 1, 2015.

Your application will be delayed if you do not meet these requirements.

Completed site plans, gas agreements (when applicable) and other forms must be submitted prior to designing the service.



FastApp is here!

Use our new online portal, FastApp, to apply for Xcel Energy residential and business service through the Builders Call Line at <https://xcelenergy.force.com/FastApp> or http://www.xcelenergy.com/Partners/Builders/Service_Activation.

The screenshot shows the Xcel Energy FastApp interface. At the top left is the Xcel Energy logo. Below it, the text "Welcome to Xcel Energy's FastApp" is displayed. On the left side, there is a "Login" section with an "Email" input field, a "Password" input field, a "Remember me" checkbox, a red "Sign In" button, and a "Forgot Your Password?" link. On the right side, there is a "Sign Up" section with a paragraph of text explaining the app's purpose and two red buttons: "Register Now" and "One-time User".

By creating an online profile in FastApp, you will be able to store information in the system and streamline the application process, which will reduce the overall processing time.

We are sure you will find this new process easier and more efficient.

Questions? Call the Builders Call Line, Monday through Friday, 7 a.m. – 5 p.m. at 800.628.2121.



Application
Wisconsin | Michigan



Application for gas and electric services

Please photocopy both sides of this page for multiple use.

Date	BCLWI@xcelenergy.com	Phone: 1.800.628.2121	Fax: 1.888.742.5623
Service address (please print)			
House or fire number	Full street name		
City		State	ZIP
Urban	Rural	Direction to service location (Rural required)	
Subdivision name _____	County _____	_____	
Lot number _____	Township _____	_____	
Block number _____	Range _____	_____	
County _____	Section _____	_____	
<input type="checkbox"/> Unincorporated	<input type="checkbox"/> Incorporated	Cross street/road	
Construction information (please print)			
Owner information (Party to be billed during construction)		Contractor information (include phone number)	
Owner/Builder Name _____		Builder _____	
Mailing Address _____		Phone number _____	
City _____ State _____ ZIP _____		Email _____	
Phone number _____		Heating contractor _____	
Email _____		Phone number _____	
Contact during construction _____		Email _____	
Address _____		Electrical contractor _____	
City _____ State _____ ZIP _____		Phone number _____	
Email _____		Email _____	
Phone number _____		A & E firm _____	
Fax _____		Phone number _____	
		Email _____	
Required services: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Street Lighting <input type="checkbox"/> New <input type="checkbox"/> Relocate <input type="checkbox"/> Conversion <input type="checkbox"/> Demolition			
Service information (complete all sections)			
Electric service		Gas Service (For gas service, please fill out second page of application.)	
<input type="checkbox"/> Overhead <input type="checkbox"/> Underground service size (amps) _____		Is this service being used for primary heat? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Air conditioning tonnage: _____ ton		Total gas load (BTUs/hour): _____	
<input type="checkbox"/> Single phase <input type="checkbox"/> Three phase Voltage _____		Pressure <input type="checkbox"/> 6 or 7 inch <input type="checkbox"/> 2 lb <input type="checkbox"/> Other _____	
Is temporary electric service needed? <input type="checkbox"/> Yes		Date needed _____ / _____ /20 _____	
<input type="checkbox"/> Single phase <input type="checkbox"/> Three phase <input type="checkbox"/> At pole		Foundation backfill / To grade _____ / _____ /20 _____	
<input type="checkbox"/> At transformer <input type="checkbox"/> Pedestal <input type="checkbox"/> Other _____		On-demand water heater <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date needed _____ / _____ /20 _____			
Foundation backfill / To grade _____ / _____ /20 _____			
Facility information (complete all sections)			
Building type <input type="checkbox"/> Single home <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-dwelling/no. of units _____ <input type="checkbox"/> Commercial bldg. <input type="checkbox"/> Mobile			
Building class <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Farm			
Building square footage _____ Building setback from property line (feet) _____			
Electric meter location preference (when you are facing the front of the house from the outside) <input type="checkbox"/> On house <input type="checkbox"/> On garage			
<input type="checkbox"/> Right side <input type="checkbox"/> Left side <input type="checkbox"/> Front <input type="checkbox"/> Other _____ Feet from front corner (indicate corner) _____			
Gas meter location preference (when you are facing the front of the house from the outside) <input type="checkbox"/> On house <input type="checkbox"/> On garage			
<input type="checkbox"/> Right side <input type="checkbox"/> Left side <input type="checkbox"/> Front <input type="checkbox"/> Other _____ Feet from front corner (indicate corner) _____			
For commercial			
Total motor load _____ HP Largest HP _____ Code _____ BTU input _____			
			See second page of form


Gas and electric services

Application

Wisconsin | Michigan

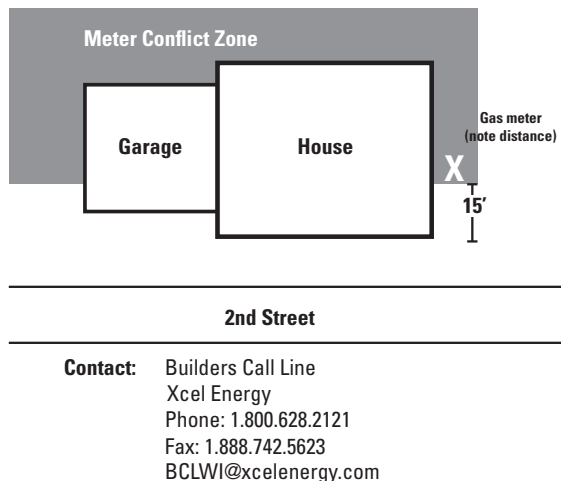
End uses			
Equipment type	Gas (specify BTUs/hours input)	Electric (specify kW)	Other fuel type
Heating			
Water heating			
Cooking			
Air conditioning			
Clothes drying			
Fireplace			
Lighting (commercial only)			
Heat source (check type) <input type="checkbox"/> Forced air furnace <input type="checkbox"/> Heat storage <input type="checkbox"/> Underfloor/slab heat <input type="checkbox"/> Baseboard			
Meter option (if applicable) <input type="checkbox"/> Time of use <input type="checkbox"/> Dual fuel <input type="checkbox"/> Limited off-peak <input type="checkbox"/> Saver's Switch			

Site plan must include the sewer lateral/septic system with connection line and the meter location(s) to process the application. Use Site Plan form or draw a sketch below as if you are facing the front of the house from the outside. Indicate streets.



Please indicate north

Service address _____



1. Customer-owned facilities must be located and identified by customer.
 2. Indicate distances for meters from nearest corner of building. Meters should be on the same side as the Xcel Energy source.
 3. Sewer lateral/septic system and connection location must be provided on the site plan. Site plans are required for all projects.
 4. Inspection(s) must be complete before service is energized.
 5. If no Inspector, Proof of Compliance (Electric) and/or Certificate of Compliance (Gas) must be complete.
 6. Site must be within 4 to 6 inches of final grade (for new construction) and a clear 10-foot-wide path from Xcel Energy source to meter.
 7. Winter construction charges may apply from 10/1 to 4/15.
 8. Water and sewer must be installed prior to electric or gas service.
- Meter Conflict Zone* any potential area for a deck, patio, pool, etc.



RESPONSIBLE BY NATURE®

xcelenergy.com | © 2016 Xcel Energy Inc. | Xcel Energy is a registered trademark of Xcel Energy Inc. | 16-06-324

ALL NEW & MODIFIED ELECTRIC AND/OR GAS SERVICE



Site Sketch Form

Account Holder Information

Customer name (PRINT) _____ Date _____

Installation address _____ City _____ State _____ ZIP _____

Daytime phone (_____) _____ Cell phone (_____) _____

Site contact during construction (If different than above) _____

Site contact daytime phone (_____) _____ Cell phone (_____) _____

Preparer _____ Signature _____

An accurate sketch will ensure the installation will occur in a timely manner. The sketch **must** include the location of the sewer lateral or septic system showing the connection line and meter(s) locations showing the distance (in feet) from the corner of your home to the meter(s). *All NEW construction installations must show the sewer location. If the sewer information is not known please check the box below.*

Please check here if you do not know the location of your sewer lateral or sewer system.

Road

Please indicate North

Property line

Property line

Distance from corner of house to gas meter location _____ feet. Distance from the corner of house to electric meter location _____ feet.

Please use the symbols below to show us where **customer-owned buried facilities** or obstructions are located on the property.

- Pole
- Proposed gas route
- GX** Gas meter location
- Private buried facilities
- Sidewalk or driveways
- Trees, shrubs, & flowerbeds
- Retaining walls
- Grade changes
- EX** Electric meter location

Use these codes to distinguish the type of customer-owned buried facility

- | | |
|---|---|
| E Electronic lines to detached buildings | L Lighting |
| G Propane gas lines | IF Invisible fence |
| T Telephone lines to detached buildings | SE Septic system or Sewer Lateral |
| C Cable TV lines to detached buildings | ST Satellite TV |
| S Sprinkler system | W Water lines |

FOR INTERNAL USE ONLY
Xcel Energy project number

SAMPLE APPLICATION SKETCH

ALL NEW & MODIFIED ELECTRIC AND/OR GAS SERVICE



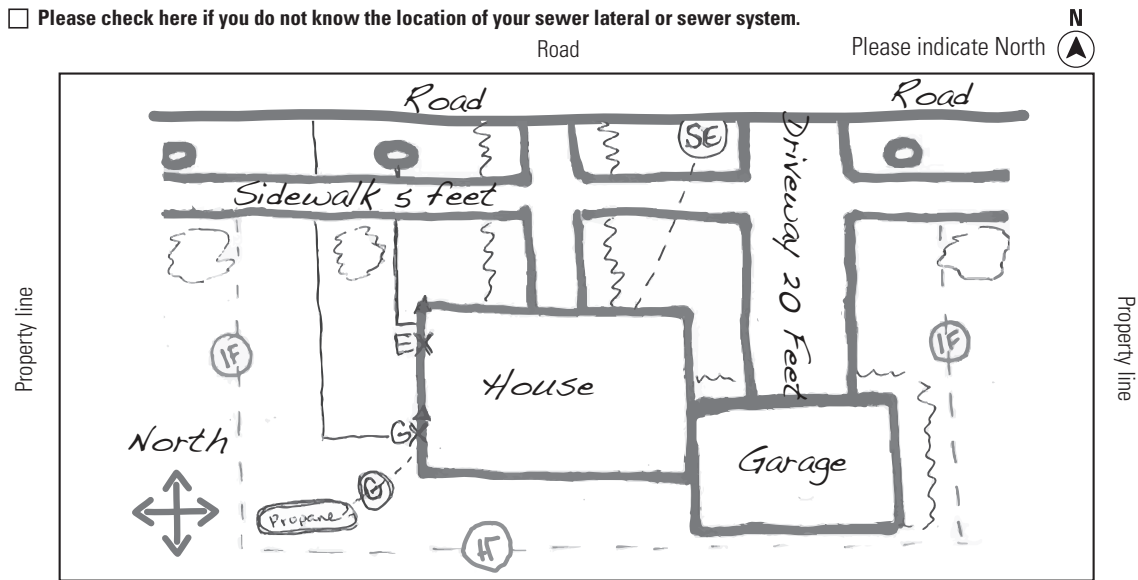
Site Sketch Form

Account Holder Information

Customer name (PRINT) John & Jane Public Date 6/10/15
 Installation address 20 Main Street City Anytown State WI ZIP 55555
 Daytime phone (715) 555-1100 Cell phone (715) 555-1112
 Site contact during construction (If different than above) Schneider Plumbing (Russ)
 Site contact daytime phone (715) 555-11 00 Cell phone (715) 555-5501
 Preparer John Public Signature John Public

An accurate sketch will ensure the installation will occur in a timely manner. The sketch must include the location of the sewer lateral or septic system showing the connection line and meter(s) locations showing the distance (in feet) from the corner of your home to the meter(s). All NEW construction installations must show the sewer location. IF the sewer information is not known please check the box below.

Please check here if you do not know the location of your sewer lateral or sewer system.



Distance from corner of house to gas meter location 30 feet. Distance from the corner of house to electric meter location 30 feet.

Please use the symbols below to show us where **customer-owned buried facilities** or obstructions are located on the property.

- Pole
- Proposed gas route
- Gas meter location
- Private buried facilities
- Sidewalk or driveways
- Trees, shrubs, & flowerbeds
- Retaining walls
- Grade changes
- Electric meter location

Use these codes to distinguish the type of customer-owned buried facility

- Electronic lines to detached buildings
- Propane gas lines
- Telephone lines to detached buildings
- Cable TV lines to detached buildings
- Sprinkler system
- Lighting
- Invisible fence
- Septic system or Sewer Lateral**
- Satellite TV
- Water lines

FOR INTERNAL USE ONLY
Xcel Energy project number

Standard and adverse winter construction charges

In most cases, Xcel Energy can install services all year. However, you can avoid adverse winter construction charges by having your premises site ready for service before winter conditions exist.

Adverse winter conditions include any of the following:

- Six or more inches of frost
- If snow removal or plowing is required to install service
- Burners used to thaw the ground are set at the main or other underground utilities for service installation
- Adverse soil conditions exist
- Special equipment needed for installation

Where severe winter conditions exist, the customer may choose to take temporary service. The designer will provide you with a cost estimate.

If a natural gas main is not available on the side of the street on which you are building, notify Xcel Energy (notification is required by Oct. 1) so we can make the necessary arrangements to serve you.

Standard installation is considered an installation of a service lateral only. Gas service laterals are facilities installed from the gas main to the Xcel Energy designated delivery point of connection to the customer's structures. Electric service laterals are underground or overhead secondary voltage conductors from the transformer, pole or the closest underground pedestal to the Xcel Energy designated customer's electric service entrance equipment. Therefore, installation of any necessary additional equipment is considered non-standard and must be individually priced. Consideration of these charges should be determined prior to lot pricing. Contact the Builders Call Line to find out which designer will provide you with a cost estimate.

You may incur additional charges for surface or subsurface conditions that impede the installation of distribution facility.

Service restoration

Xcel Energy will restore the boulevard or alley. Xcel Energy will also backfill the service trench on property with existing soil so the trench is level and clean. The customer is responsible for the final compacting, loaming, seeding or sodding and watering of the restored service trench at their expense.

Xcel Energy will work with you to resolve any **excessive** or **major damage** caused by Xcel Energy crews or contractors. If you are concerned about the condition of your property after service work, call your Xcel Energy designer for assistance.

Standard and adverse winter construction charges*

	Standard construction charges (See page 15 for definition of standard installation)	Adverse winter construction charges** (Subject to charges between 11/15-4/30)
Natural gas	<p>Standard service: No charge up to 60 feet from the property line to the nearest Xcel Energy-designated meter location.</p> <p>Excess service footage over 60 feet: Actual charges apply beyond 60 feet of service footage (Does not include main extensions if necessary)</p>	<p>(In addition to basic charges)</p> <p>\$3/ft. collected up front (may be refunded if conditions don't exist). If severe winter conditions exist, customer pays actual cost of installation plus \$400 per individual burner set.</p>
Electric	<p>Standard service: No charge up to 200 feet from the nearest distribution facility, transformer, pole or underground pedestal to the nearest Xcel Energy-designated meter location.</p> <p>Excess service footage over 200 feet: Actual charges apply beyond 200 feet of service footage.</p>	<p>(In addition to basic charges)</p> <p>\$3/ft. collected up front (may be refunded if conditions don't exist). If severe winter conditions exist, customer pays actual cost of installation plus \$400 per individual burner set.</p>
Joint trench	<p>Same as if natural gas and electricity were installed in separate trenches</p>	<p>(In addition to basic charges)</p> <p>Same as if natural gas and electricity were installed in separate trenches.</p>

*Standard and winter construction charges are set forth through state-approved rate filings.

**Winter construction charges are subject to change.

Standard and adverse winter construction charges*

	Standard construction charges (See page 15 for definition of standard installation)	Adverse winter construction charges** (Subject to charges between 11/15-4/30)
Natural gas	<p>Standard service: No charge up to 100 feet from the property line to the nearest Xcel Energy-designated meter location.</p> <p>Excess footage over 100 feet: \$4.06/ft.</p>	<p>(In addition to basic charges)</p> <p>\$3/ft. collected up front (may be refunded if conditions don't exist). If severe winter conditions exist, customer pays actual cost of installation plus \$400 per individual burner set.</p>
Electric	<p>Standard service: No charge up to 300 feet from the nearest distribution facility, transformer, pole or underground pedestal to the nearest Xcel Energy-designated meter location.</p> <p>Excess footage over 300 feet:*** \$3.50/ft.</p>	<p>(In addition to basic charges)</p> <p>\$3/ft. collected up front (may be refunded if conditions don't exist). If severe winter conditions exist, customer pays actual cost of installation plus \$400 per individual burner set.</p>
Joint trench	Same as if natural gas and electricity were installed in separate trenches.	Same as if natural gas and electricity were installed in separate trenches.

*Standard and winter construction charges are set forth through state-approved rate filings.

**Winter construction charges are subject to change.

***Subject to design engineering review.

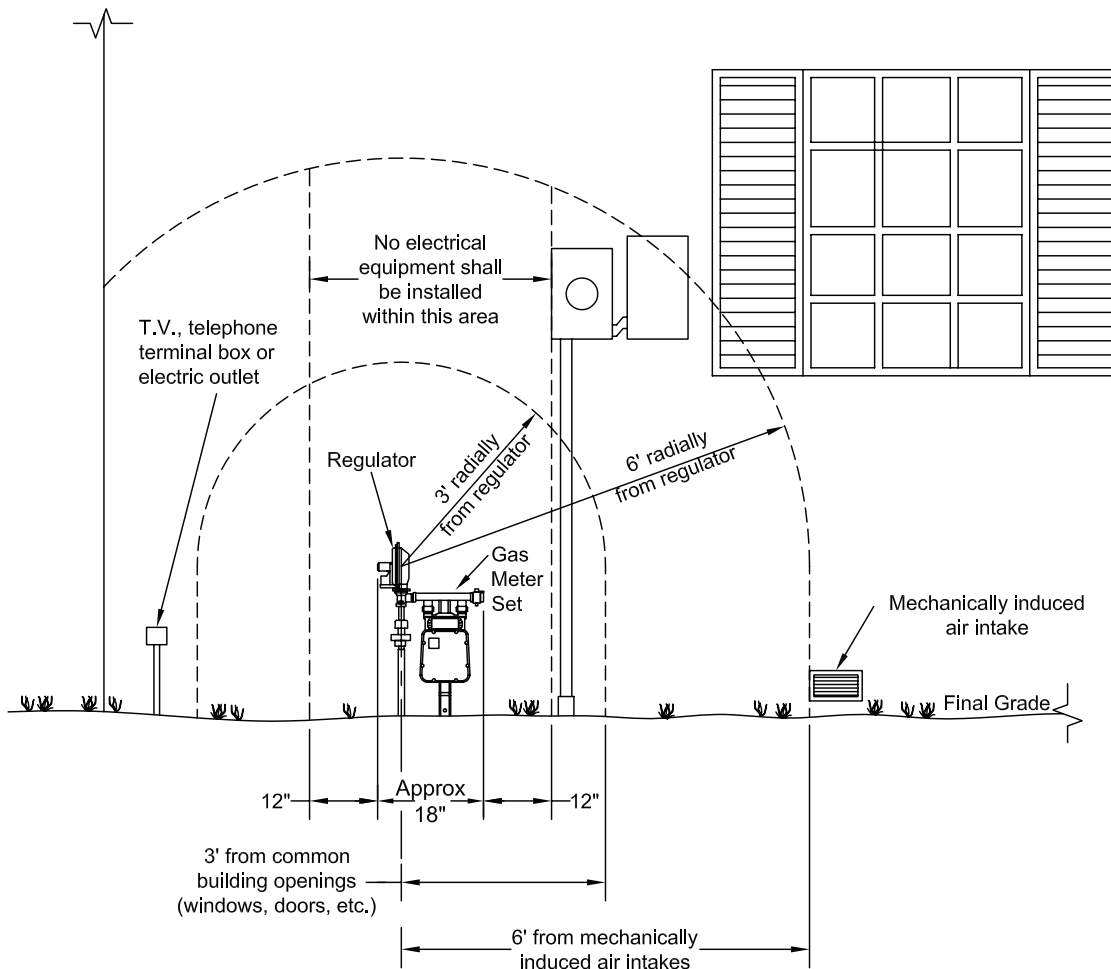
Service installation requirements

Natural gas and electric residential service

Natural gas meters and regulators should be at least three feet (measured radially) from any source of ignition, such as electric switches and a 6-foot distance from mechanical intake vents. You must also maintain the 3-foot distance from doors, windows, vents and (20 feet from a power intake), outside water spigots and garage doors. In areas where city water is not available, the natural gas service line must be a minimum of 15 feet from a water well. Xcel Energy sets meters about six inches above final grade to allow slight changes in grade and landscaping around the meter without interfering with meter mechanisms. Note: Meters cannot be set under a deck or steps. The electric meter must be installed according to all electrical codes and applicable regulations. For joint trenching, both the natural gas and electric meter are preferred to be on the same side of the house.

DRAWING CR-10

CLEARANCE REQUIREMENTS FROM GAS METER



NOTES:

1. 3' minimum working clearance from non-electrical obstructions is preferred around gas meter set.
2. Disregard clearances when measuring around corners of structure.
3. See drawings SC-20 and SC-20A for snow shield requirements.

Electrical inspection requirements

Michigan

In all communities, an electric inspection by a state inspector is required. For the most up-to-date information on electrical inspectors for your area, call 517.241.9320.

Wisconsin

The Wisconsin Department of Commerce has put into effect The Home Safety Act, which resulted in the Unified Dwelling Code (UDC) chs. Comm 20-25, being enforced statewide effective Jan. 1, 2005. The Commerce department has successfully contracted with certified inspection agencies for all municipalities that do not have municipal or county enforcement. For a current list of municipalities and their enforcement status—municipal, county or state—visit www.commerce.wi.gov/sb.

Per s. 101.865 of the Wisconsin statutes, you may not energize an electrical service without either an inspection certificate (or other release) issued by the “recognized” inspector or, if there is no inspector, a compliance statement signed by the installer. Compliance with the first part of this provision for any new dwelling is appreciated so that everyone in turn will comply with the UDC.

Note that state inspection agencies are only recognized (i.e., authorized) to enforce the UDC for new dwellings starting Jan. 1, 2005. Their authority does NOT include the following:

- 1. Alterations or additions to existing dwellings.**
- 2. The installation of manufactured (mobile) homes regulated by the federal government.**
- 3. Dwellings that were issued a Wisconsin (UDC) Administrative Building Permit prior to Jan. 1, 2005 and had their footings and foundations completed within two years of permit issuance.**
- 4. Dwellings that have had their footings and foundations completed prior to Jan. 1, 2005.**
- 5. Commercial building, agricultural buildings or residential outbuildings.**

For the most up-to-date information on electrical inspectors for your area, call 608.261.8500 or visit <http://dsps.wi.gov/programs/industry-services>.

Effective April 1, 2014 per WI State Statute 101.862 no person may engage installing, repairing or maintaining electrical wiring unless the person is licensed as an electrical contractor by the State of Wisconsin. Contractors must include their license number along with their signature.

Effective March 2013, Xcel Energy requires the use of the Xcel Energy Electric and Natural Gas Inspection Certifications.

Obtain the most up-to-date certificates at:

Website: xcelenergy.com

(Select “Builders” under “WorkingWithUs” on the bottom of the screen.)

or

By contacting the Builders Call Line:

Phone: 800.628.2121

Fax: 888.742.5623

Email: bclwi@xcelenergy.com

Natural gas inspection requirements

To learn about local communities' inspection requirements for your area, call your local gas inspector. Requirements vary by city, county and/or state.

Michigan

All new natural gas meters are required to be locked at the time they are installed unless a Natural Gas Inspection certificate has been received by Xcel Energy.

Someone **18 years or older MUST** be present at the time of activation

Wisconsin

All new natural gas meters are required to be locked at the time they are installed unless a Natural Gas Inspection certificate has been received by Xcel Energy.

Someone **18 years or older MUST** be present at the time of activation

For the most up-to-date Electrical and Natural Gas Inspection Certificates, please contact the Builders Call Line 800.628.2121 or bclwi@xcelenergy.com.

Michigan

Communities served by Xcel Energy

KEY: E = Electric G = Gas * = Wholesale NOTE: In some cases, Xcel Energy does not serve the entire community.

Bergland, EG

Erwin, E

Marenisco, E

McMillan, EG

Wakefield City of, EG*

Bessemer, EG

Ironwood, EG

Merriweather, E

Wakefield Twp, EG

Communities served by Xcel Energy

KEY: E = Electric G = Gas * = Wholesale

NOTE: In some cases, Xcel Energy does not serve the entire community.

Abbotsford, E	Beaver Brook, E	Catawba, E	Dodge, E	Ford, E	Hallie, EG
Adams, E	Bell, E	Cedar Lake, E	Dorchester, E	Forest, E	Halsay, E
Agenda, E	Belvidere, E	Chaseburg, E	Downing, E	Fort McCoy, G	Hamburg, E
Albion, E	Bergen, E	Chelsea, E	Doyle, E	Foster, E	Hamilton, E
Alden, E	Bern, E	Chetek, E	Drammen, E	Fountain City, E	Hammond, E
Alma, E	Big Bend, E	Chippewa Falls, EG	Dresser, E	Frankfort, E	Harmony, E
Alma Center, E	Big Falls, E	Christiana, E	Drummond, E	Freeman, E	Hartland, E
Almena, E	Birchwood, E	Clayton, E	Dunn, E	Fremont, E	Haugen, E
Altoona, EG	Blair, E	Clear Creek, E	Durand, E	Gale, E	Hawkins, E
Amery, E	Bloomer, E*	Clear Lake, E	Eagle Point, EG	Galesville, E	Hay River, E
Anderson, E	Bluff Siding, E	Cleveland, E	Eaton, E	Garden Valley, E	Hayward, E
Angelo, E	Bone Lake, E	Clifton, E	Eau Claire, EG	Garfield, E	Hill, EG
Anson, E	Boulder Junction, E	Clinton, E	Eau Galle, E	Genoa, E	Hixton, E
Apple River, E	Boyceville, E	Clover, E	Edgewater, E	Georgetown, E	Hoard, E
Arland, E	Boyd, E	Cochrane, E	Edson, E	Gilman, E	Holland, EG
Ashland, EG	Bridge Creek, E	Colby, E	Eileen, EG	Gingles, EG	Holman, EG
Athens, E	Brighton, E	Colfax, E	Eisenstein, EG	Glen Flora, E	Holton, E
Atlanta, E	Brockway, E	Conrath, E	El Paso, E	Glencoe, E	Howard, E
Auburn, E	Bruce, E	Cooks Valley, E	Eleva, E	Glenwood, E	Hudson, EG
Augusta, E	Brunswick, EG	Coon, E	Elk, EG	Glenwood City, E	Hughes, G
Baldwin, E	Buffalo, E	Coon Valley, E	Elk Mound, EG	Glidden, EG	Hull, E
Bangor, E*	Buffalo City, E	Cornell, E*	Ellsworth, E	Goetz, E	Hurley, EG
Barksdale, EG	Burns, E	Couderay, E	Elmwood, E	Gordon, E	Independence, E
Barre, EG	Burnside, E	Crystal Lake, E	Emerald, E	Grand View, E	Ingram, E
Barron, E*	Butternut, EG	Cumberland, E	Emery, E	Grant, E	Iron River, EG
Barronett, E	Cable, E	Curran, E	Erin Prairie, G	Granton, E	Isabelle, E
Bashaw, E	Cady, E	Curtiss, E	Ettrick, E	Green Grove, E	Jacobs, EG
Bass Lake, E	Caledonia, E	Cylon, E	Evergreen, E	Greenfield, EG	Jefferson, E
Bay City, E	Cameron, E	Dallas, E	Fairchild, E	Greenwood, E	Johnson, E
Bayfield, EG	Campbell, EG	De Soto, E	Fall Creek, EG	Grow, E	Johnstown, E
Bayview, EG	Canton, E	Deer Park, E	Farmington, E	Gurney, E	Kelly, E
Bear Lake, E	Carey, EG	Delmar, E	Fifield, EG	Hackett, E	Kennan, E
Beaver, E	Cashton, E	Dewey, E	Flambeau, E	Hale, E	Keystone, E

Communities served by Xcel Energy – continued

KEY: E = Electric G = Gas * = Wholesale

NOTE: In some cases, Xcel Energy does not serve the entire community.

Kimball, EG	Mason, E	Otter Creek, E	Rock Elm, E	St. Croix Falls, E	Union, EG
Kinnickinnic, EG	Mayville, E	Oulu, E	Rockland, E	St. Joseph, E	Unity, E
Knapp, E	McKinley, E	Owen, E	Roosevelt, E	Stanford, E	Vance Creek, E
Knight, E	Medary, EG	Park Falls, EG	Round Lake, E	Stanley, E	Viroqua, E
Knox, E	Mellen, EG	Peeksville, E	Ruby, E	Stanton, EG	Warner, E
La Crosse, EG	Melrose, E	Pence, EG	Rush River, E	Star Prairie, EG	Warren, E
La Pointe, E	Melvina, E	Pepin, E	Russell, EG	Sterling, E	Washburn, EG
Ladysmith, E	Menomonie, EG	Phillips, EG	Salem, EG	Stetsonville, E	Washington, EG
Lafayette, EG	Mentor, E	Pigeon, E	Sanborn, EG	Stevenson, E	Waterville, E
Lake, EG	Mercer, E	Pigeon Falls, E	Sand Creek, E	Stinnett, E	Waubeck, E
Lakeland, E	Mondovi, E	Pine Valley, E	Sand Lake, E	Stockholm, E	Waumandee, E
Lawrence, E	Montana, E	Pleasant Valley, G	Sarona, E	Stoddard, E	Wells, E
Lenroot, E	Montreal, EG	Plum City, E	Saxon, EG	Stone Lake, E	West Salem, E
Leon, E	Morse, EG	Port Wing, E	Seymour, EG	Strickland, E	Westboro, EG
Lima, E	Namekagon, E	Portland, E	Shanagolden, E	Strum, E	Weston, E
Lincoln, EG	Naples, E	Prairie Farm, E	Shelby, EG	Stubbs, E	Weyerhauser, E
Little Black, E	Neillsville, E	Prairie Lake, E	Sheldon, E	Sumner, E	Wheatland, E
Little Falls, E	Nelson, E	Prentice, EG	Shell Lake, E	Taft, E	Wheaton, EG
Long Lake, E	New Auburn, E	Prescott, E	Sheridan, E	Tainter, EG	Wheeler, E
Longwood, E	New Haven, E	Preque Isle, E	Sherman, E	Taylor, E	White River, E
Loyal, E	New Lyme, E	Preston, E	Sigel, E	Thornapple, E	Whitehall, E
Lublin, E	New Richmond, EG	Red Cedar, G	Sioux Creek, E	Thorp, E	Wien, E
Lucas, E	North Bend, E	Red Creek, E	Somerset, E	Tilden, E	Wilson, E
Luck, E	North Hudson, EG	Reseburg, E	Somo, E	Tiffany, E	Winchester, E
Lynn, E	Northfield, E	Rib Lake, EG	South Fork, E	Tony, E	Wissota, EG
Lynne, E	Norwalk, E	Rice Lake, E*	Sparta, E	Trego, E	Withee, E
Maiden Rock, EG	Oak Grove, E	Richland, E	Spencer, E	Trempealeau, E*	Woodmohr, E
Manitowish Waters, E	Ogema, EG	Richmond, EG	Spooner, E*	Trenton, E	Woodville, E
Maple Grove, E	Oma, E	Ridgeland, E	Spring Brook, E	Trimbelle, E	Worcester, EG
Maple Plain, E	Onalaska, EG	Ridgeville, E	Spring Field, E	Tripp, E	Worden, E
Marengo, E	Oriente, E	Rietbrock, E	Spring Lake, E	Troy, EG	York, E
Marshall, E	Osceola, E	River Falls, E	Spring Valley, E	True, E	
	Osseo, E	Roberts, E	Springfield, E	Turtle Lake, E	



RESPONSIBLE BY NATURE®

xcelenergy.com | © 2017 Xcel Energy Inc.
Xcel Energy is a registered trademark of Xcel Energy Inc.
17-02-430