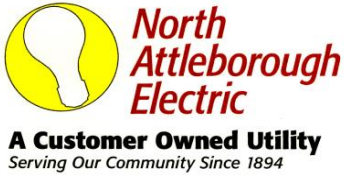


**A Customer Owned Utility**  
*Serving Our Community Since 1894*



## **INSTRUCTIONS ABOUT THE “SERVICE REQUEST FORM” (SRF)**

1. The SRF is an application to NAED requesting NAED to allow the applicant to install a new electrical service or alter the existing electrical service to any residential, commercial, industrial or municipal property in the Town of North Attleborough.
2. Incomplete or inaccurate forms will be returned to the applicant. NAED will not begin review of the SRF until such time that the document is complete with the association information, i.e. load calculations, signatures, etc.
3. Applicants are advised that no SRF will be considered approved, until and unless all appropriate NAED signature(s) of approval are placed on the SRF.
4. NAED will not provide an “SRF Number” on the form until all NAED signature(s) of approval are placed on the SRF.
5. NAED will not issue a work order or unlock any meter until a town electrical permit # has been provided. (Emergencies Excluded).
6. NAED’s ability to review and assess the application in an expeditious manner is predicated upon the information, accuracy and completeness of the application.
7. NAED reserves the right to request such additional information as it believes to be appropriate and necessary to review and assess the application.
8. NAED’s approval assumes, and requires, that the work to be performed will be done in a manner that is compliant and consistent with the information presented in the SRF and NAED’s “Terms & Conditions”, “Construction Requirements for New Developments”, “Information and Requirements for Electric Service”, M.G.L.c. 164, relevant safety codes and NAED operation policies, procedures and practices. NAED reserves the right to amend the SRF at its discretion.
9. No work is to be done on NAED equipment, meters or property without the prior written approval of NAED.
10. Any questions regarding these directions, the review process or the status of an application should be directed to the Office of the General Manager.
11. The SRF is valid for six months from issue date.



**SERVICE REQUEST FORM**  
**NORTH ATTLEBOROUGH ELECTRIC DEPARTMENT**  
 275 Landry Avenue  
 North Attleboro, Massachusetts 02760  
 Phone: (508) 643-6300

SRF #: \_\_\_\_\_  
 PERMIT #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 Valid for 6 Months from Issue Date

**CUSTOMER INFORMATION**

Name:	Account Number:
Address:	Phone Number:
	Cell Phone Number:
	Email Address:

**GENERAL CONTRACTOR INFORMATION**

Name:	Phone Number:
Address:	Cell Phone Number:
	Email Address:
	Contractor License Number:

**ELECTRICIAN INFORMATION**

Name:	Phone Number:
Address:	Cell Phone Number:
	Electrician License Number:

**Class of Service**

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Single Family Residential | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Multi Family Residential  | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Municipal                 | <input type="checkbox"/> Other      |

**Type of Service Request**

- |  |  |
|--|--|
| <input type="checkbox"/> New Service             | <input type="checkbox"/> Temporary Service   |
| <input type="checkbox"/> Change Existing Service | <input type="checkbox"/> Siding/Meter Unlock |
| <input type="checkbox"/> Other Request: _____    |  |

Plan:  Attached  To Follow  Not Needed  
 Heating:  Electric  Gas  Oil  Other  None

Construction:  Overhead  Underground  
 Hot Water:  Electric  Gas  Oil  Other  None

**Voltage**

- 120 Volts Single Phase
- 120/240 Volts Single Phase
- 120/208Y Volts Three Phase
- 277/480Y Volts Three Phase
- 120/208 Single Phase Network

**Description of Work**

# of Meters Present \_\_\_\_\_ # of Meters Proposed: \_\_\_\_\_

Service Size : \_\_\_\_\_ amps

Check if Meter is for Common Areas

**Electrician's Sketch / Notes**

**NAED Sketch / Notes**

**Electrical Requirements:** A detailed load calculation must be provided with all Service Requests with the exception of siding or residential service 200A and below.

**Acknowledgement:** Customer shall be solely responsible for any and all work performed by, or on behalf, of the customer, pursuant to this SRF, and NAED shall have no liability therefore.

Signature of Electrician or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

( This area is for NAED use, do not write below this section. )

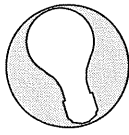
**SERVICE INFORMATION**

**DISTRIBUTION**

**INITIALS / DATE**

Pole, MH, HH #: \_\_\_\_\_ Xfmr #/kVA: \_\_\_\_\_/\_\_\_\_\_  
 Number of Customers on Xfmr: \_\_\_\_\_  
 Service Size: \_\_\_\_\_ Amps Meter Type: \_\_\_\_\_  
 Billing Multiplier: \_\_\_\_\_

Meter Division  
 Engineering  
 Operations (>400 A)  
 General Manager (>400 A)



**North  
Attleborough  
Electric  
Department**

275 Landry Avenue  
North Attleborough, MA 02760-3501  
Telephone: 508.643.6300



## DEMAND CALCULATIONS - RESIDENTIAL

OWNER \_\_\_\_\_  
 JOB ADDRESS \_\_\_\_\_  
 CONTRACTOR \_\_\_\_\_  
 TOTAL NUMBER OF UNITS \_\_\_\_\_

DATE \_\_\_\_\_  
 PAGE \_\_\_\_\_  
 SERVICE  
 DWELLING UNITS

_____ UNITS @ _____	SQ. FT.		_____ SQ. FT.
_____ UNITS @ _____	SQ. FT.		_____ SQ. FT.
_____ UNITS @ _____	SQ. FT.		_____ SQ. FT.

LIGHTING LOAD TOTAL SQ. FT. _____ X 3 V.A. (TABLE 220-12)	_____ V.A.
SMALL APPLIANCE CIRCUIT 3000 V.A. X _____ UNITS (220-52a)	_____ V.A.
ADDITIONAL SMALL APPLIANCE BRANCH CIRCUITS 1500 V.A. EACH	_____ V.A.
LAUNDRY CIRCUIT 1500 V.A. X _____ UNITS (220-52b)	_____ V.A.
<b>TOTAL LIGHTING LOAD</b>	_____ V.A.

### LIGHTING DEMAND AS PER TABLE 220-42

FIRST 3000 V.A. @ 100%	_____ 3000 V.A.
(3001 TO 120,000) _____ V.A. X 35%	_____ V.A.
(OVER 120,000) _____ V.A. X 25%	_____ V.A.

**TOTAL LIGHTING DEMAND** \_\_\_\_\_ V.A.

ELECTRIC RANGE DEMAND (TABLE 220-55, 220-60)	_____ V.A.
ELECTRIC HEAT (220-51) (0 IF A.C. IS LARGER)	_____ V.A.
AIR CONDITIONING (440, 430-24) (0 IF E.H. IS LARGER)	_____ V.A.
ELECTRIC CLOTHES DRYER(S) (TABLE 220-54)	_____ V.A.
FIXED APPLIANCE LOAD (220-56 TABLE - 75% OF TOTAL V.A. IF MORE THAN 3 APPLIANCES IN A DWELLING UNIT OR UNITS)	_____ V.A.
MOTOR LOADS (430 AND 440)	_____ V.A.
25% OF THE LARGEST MOTOR (430-22, 430-24, AND 430-25)	_____ V.A.
CORRIDORS AND COMMON AREAS	_____ V.A.
EXTERIOR LIGHTING	_____ V.A.
MECHANICAL ROOM LOADS	_____ V.A.
<b>TOTAL BUILDING DEMAND</b>	_____ V.A.

VOLTAGE \_\_\_\_\_ PHASE \_\_\_\_\_      V.A. - \_\_\_\_\_ = \_\_\_\_\_ AMPS  
 VOLTS - \_\_\_\_\_

**NOTE**  
 FOR 3 PHASE 208 USE 360 VOLTS  
 FOR 3 PHASE 480 USE 830 VOLTS  
 FOR A.C. USE 7 AMPS PER TON FOR 3 PHASE  
           USE 10 AMPS PER TON FOR 1 PHASE  
 OFFICE SPACE 3 1/2 V.A. PLUS 1 V.A. FOR RECEPTACLES  
 STORES 3 V.A.

SIGNATURE \_\_\_\_\_  
 OF PREPARER \_\_\_\_\_  
 DATE \_\_\_\_\_