



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 / SERVICE LOCATION

Name:	Account Number:
Service 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:
	Email Address:
	Electrician License Number:

CLASS OF SERVICE

- Single Family Residential Commercial
 Multi Family Residential Industrial
 Municipal Other

TYPE OF SERVICE REQUEST

- New Service Temporary Service
 Change Existing Service Siding/Meter Unlock
 Solar/Net Meter Application Other: _____

Plan: <input type="checkbox"/> Attached <input type="checkbox"/> To Follow <input type="checkbox"/> Not Needed	Construction: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground
Heating: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> None	Hot Water: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other <input type="checkbox"/> None

VOLTAGE

- 120/240 Volts Single Phase
 120/240 Volts Single Phase
 120/208Y Volts Three Phase
 277/480Y Volts Three Phase
 120/208 Single Phase Network
 Service Size : _____ amps

DESCRIPTION OF WORK

of Meters Present _____ # of Meters Proposed: _____
 Check if Meter is for Common Areas

Electrician's Sketch / Notes

NAED Sketch / Notes

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Electrical Requirements: A detailed load calculation must be provided with all Service Requests with the exception of siding or residential services 200A and below. Meters for all Services up to 400 amps will be installed on the building exterior.

Acknowledgement: Customer shall be solely responsible for any and all work performed by, or on behalf, of the customer, pursuant to this Service Request Form, 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: _____/_____	<input type="checkbox"/> Meter Division	
Number of Customers on Xfmr: _____	<input type="checkbox"/> Engineering	
Service Size: _____ Amps Meter Form Factor: _____	<input type="checkbox"/> Operations (>400 A)	
Billing Multiplier: _____	<input type="checkbox"/> General Manager (>400 A)	



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



DEMAND CALCULATIONS - COMMERCIAL & INDUSTRIAL

OWNER _____	DATE _____
JOB ADDRESS _____	PAGE _____
CONTRACTOR _____	<input type="checkbox"/> SERVICE <input type="checkbox"/> FEEDER

	PHASE V.A.	NEUTRAL V.A.
GENERAL LIGHTING LOADS (220-12), (TABLE 220-42), (TABLE 220-44), (220-44)		
_____ SQ. FT. X _____ V.A. X _____ % =	_____	_____
GENERAL LIGHTING LOADS (noncontinuous)		
_____ SQ. FT. X _____ V.A. X _____ % =	_____	_____
GENERAL RECEPTACLES (220-14 (H) (I))		
NUMBER OF RECEPTACLES _____ X 180 V.A. = _____ V.A.	_____	_____
FIRST 10 KVA AT 100% =	_____	_____
REMAINING _____ V.A. X .5 =	_____	_____
SPECIFIC RECEPTACLES RECEPTACLES _____ X _____ V.A. X _____ % =	_____	_____
TRACK LIGHTING (220-43(B)) _____ FT. ÷ 2 X 180 V.A. =	_____	_____
SHOW WINDOW LIGHTING (220-14(G)) _____ FT. X 200 V.A. =	_____	_____
EXTERIOR LIGHTING _____ UNITS X _____ V.A. X _____ % =	_____	_____
SIGN LIGHTING LOADS (220-14(F)) _____ V.A. X _____ % =	_____	_____
MULTIOUTLET ASSEMBLES (220-12(H)) HEAVY DUTY _____ FT. X 180 V.A. =	_____	_____
LIGHT DUTY _____ FT. ÷ 5 X 180 V.A. =	_____	_____
MISCELLANEOUS AND SPECIAL LOADS		
ITEM _____ - _____ V.A. X _____ % =	_____	_____
ITEM _____ - _____ V.A. X _____ % =	_____	_____
ITEM _____ - _____ V.A. X _____ % =	_____	_____
ITEM _____ - _____ V.A. X _____ % =	_____	_____
ELECTRIC HEATING LOADS (220-51, 424) (enter 0 if A/C is larger)		
AIR CONDITIONING LOADS (430-24, 430-25, 430-26, 440) (enter 0 if electric heat is larger)		
MOTOR LOADS (220-14(C), 430-25, 430-22, 430-24, 440.6)		
_____ HP.- _____ A. X _____ V.* X _____ % =	_____	_____
_____ HP.- _____ A. X _____ V.* X _____ % =	_____	_____
_____ HP.- _____ A. X _____ V.* X _____ % =	_____	_____
_____ HP.- _____ A. X _____ V.* X _____ % =	_____	_____
*FOR 208V 3Ø USE 360V -- FOR 480 3Ø USE 830V		
LARGEST MOTOR (220-14c, 430-24, 430-25, 430-2)		
PHASE _____ V.A. X .25 =	_____	_____
NEUTRAL _____ V.A. X .25 =	_____	_____
TOTAL BUILDING V.A. DEMAND =	_____	_____
VOLTAGE _____		
PHASE _____		

V.A. - _____ = _____ AMPS	V.A. - _____ = _____ AMPS
VOLTS - _____	VOLTS - _____

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 AND 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 _____