

# Step 1: Application Instructions

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## INTRODUCTION

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Every effort has been made to provide clear instruction for preparing a complete application form. This document should be used while filling out the document described in Step 2 on the main page, the [Residential Electric Data Form](#). These instructions contain many terms that have precise definitions. When one of these words is used, it is *italicized and highlighted in red* to identify that the meaning of the word can be found in the “Definitions Section” at the end of the document. In addition to the information in these instructions, other material must be provided in a complete application. [See Site Ready Checklist](#).

**CUSTOMER AND ELECTRICIAN INSTRUCTIONS**

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- Fill in the name that you intend to register your electric service in under “Customer Name”
- Provide a valid street address. We prefer a *‘911’ Home Address*, which can usually be provided through the local authority. If this cannot be provided, a good description of how we can locate the property must be described in the very bottom of the Residential Electric Data Form. Ensure the address is visibly posted on the site, e.g. Posted on a mailbox or as a sign in the yard. Please include an intersecting street if applicable.
- Provide daytime phone number(s) and E-Mail address.
- Indicate if a site meeting is desired.
- Fill in the electrician business name.
- Provide the name of the Electrician and their *License Number*.
- Provide the Electricians Business Address, Township and Zip Code.
- Include daytime phone number(s) and E-Mail address for the electrician.

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**COMPLETING SECTION-1 or SECTION-2**

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If the service being requested is an Upgrade, Relocation of Service Attachment, Repair or Retirement of Existing Service, complete the remaining items under Section 1. If the service being requested is for a New Service, skip Section 1 and complete all items listed in Section 2.

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**COMPLETING SECTION 1**

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**WHEN CHOOSING “UPGRADE”**

- Indicate the existing *service size in Amps*, and what size, in Amps, the service will be upgraded to.
- Indicate if there will be additional meters, and if so, how many.
- Indicate the total number of meters when complete (existing plus additional).
- Give the existing *meter number* and choose meter type, e.g. *A-Frame or Socket. Advise if Barrel Lock is present.*
- Confirm whether the **existing service** is an *Overhead Service* or *Underground Service*.
- Indicate if the **upgraded service** will be Overhead or Underground.
- Supply the nearest Central Hudson *Pole Number, Splice Box Number, or Pad Mount Transformer Number.*

- Choose one of the two letter options A or B. Please refer to the Definitions section for an explanation of *disconnect/reconnect*.

#### WHEN CHOOSING “RELOCATE”

- Indicate whether you are using the existing *point of attachment* or relocating to a new point of attachment. Supply the distance in feet from the old point of attachment to the new point of attachment.
- Indicate if the existing service is *Open 3-Wire*.
- Give the existing *meter number* and choose meter type, e.g. *A-Frame, Socket, Barrel Lock Present*.
- Confirm whether the **existing service** is an *Overhead Service* or *Underground Service*.
- Supply the nearest Central Hudson *Pole Number, Splice Box Number, or Pad Mount Transformer Number*.
- Choose one of the two letter options A or B. Please refer to the Definitions section for an explanation of *disconnect/reconnect*.

#### WHEN CHOOSING “REPAIR”

- Choose whether the type of repair is for the *main breaker, service entrance cable, disconnect, riser, change panel box* or other (if other please specify).
- Give the existing *meter number* and choose meter type, e.g. *A-Frame, Socket, Barrel Lock Present*.

- Confirm whether the **existing service** is an *Overhead Service* or *Underground Service*.
- Supply the nearest Central Hudson *Pole Number, Splice Box Number, or Pad Mount Transformer Number*.
- Choose one of the two letter options A or B. Please refer to the Definitions section for an explanation of *disconnect/reconnect*.

#### WHEN CHOOSING “RETIRE”

- Indicate the date required for retirement
- Give the existing *meter number* and choose meter type, e.g. *A-Frame, Socket, Barrel Lock Present*.
- Confirm whether the **existing service** is an *Overhead Service* or *Underground Service*.
- Supply the nearest Central Hudson *Pole Number, Splice Box Number, or Pad Mount Transformer Number*.

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#### COMPLETING SECTION 2

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#### WHEN CHOOSING A “NEW SERVICE, TEMPORARY SERV. or ADDITIONAL METER”

- Determine whether the **new service** will be an *Overhead Service* or *Underground Service*.
- Supply the nearest Central Hudson *Pole Number, Splice Box Number, or Pad Mount Transformer Number*.
- Choose whether the new service will be *Temporary* or *Permanent*.

- Indicate the date the **service is desired** (actual date expected electrical inspection will be completed).
- If in a subdivision, provide *subdivision name and lot number*.
- Indicate if the foundation has been installed. If not, provide us with a date to be installed. (Typically a foundation is required prior to Central Hudson sending a rep out).
- Choose type of construction and provide a date for its completion, e.g. Stick Built, mobile home, modular home.
- Indicate the *service entrance conductor size* and *conduit size*.
- Check off the appliances that will be used e.g. Elec. Heat/hw, Central a/c, Central a/c/hw, Central a/c/heat, Central a/c/heat/hw (indicate size in tons).
- Provide the square footage of the new structure.
- Supply the nearest Central Hudson *Pole Number*, *Splice Box Number*, or *Pad Mount Transformer Number*.
- Provide the nearest *electric meter number*, if available.
- Indicate if other underground utilities are known.

## DEFINITIONS

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- 911 Home Address

A 911 home address for a new structure is usually obtained before making arrangements for utility services. Most utility companies (telephone, electric, gas, water etc.) will request a 911 address for structures to be served. An application can be completed for a 911 address by contacting your local 911 Coordinator.

- Subdivision Name and Lot Number

This information is usually found on a subdivision map. A subdivision map subdivides property into an area of multiple residential lots.

- Electrician License Number

The license number of the electrician performing the work at your property.

- Upgrade

A service upgrade pertains to an existing service. This means increasing the amount of current that your main electrical panel currently handles, e.g. Going from a 100 Amp service to a 200Amp Service.

- Relocation of Service Attachment

Moving the existing electric service attachment for the service drop to a new location.

- Repair or Retirement of Existing Service

When a repair is made to the existing electric service at the house, without relocating it.

Retirement is removing the existing electric service.

- Service Size (in Amps)

The service size indicates the maximum current you can draw through your electrical system at one time (most homes today have a 100 or 200 Amp service). An Amp is the base unit of electric current.

- Overhead Service

Wires that run from a pole to your house above ground. They are Central Hudson's responsibility in most cases, except when the home is a considerable distance from the road.

In this case, you may own the poles and electric line between our pole and your home.





- Underground Service

Wires that run underground to your house. Homeowners are responsible for repairs to underground service lines in areas served by overhead utility lines. An electrician should be called to make the repairs, or you may ask Central Hudson to make the repair for a fee.



- Meter Number

An identification number that is established by the meter manufacturer. Central Hudson uses this number to track its meters.



- A-Frame Meter

Type of electrical meter



- Socket Meter

Type of electrical meter



- Barrel Lock

Utility lock used on various electric and gas meter sets



- Pole Number

Each utility pole owned and maintained by Central Hudson contains a unique identification number for tracking purposes.



- Splice Box Number

Each splice box owned and maintained by Central Hudson contains a unique identification number for tracking purposes.



- Pad Mount Transformer Number

Each pad mount transformer owned and maintained by Central Hudson contains a unique identification number for tracking purposes.



- Disconnect/Reconnect

Disconnecting service entrance cable from the service drop and removing the electric meter then making new connections to the service drop and reinstalling the electric meter.

- Point of Attachment

The point at which the Company's service conductors are mechanically attached to the Customer's premises.

- Open 3-Wire Service

The overhead wire from the pole to the house that has three wires rather than triplex.

- Main Breaker Repair

Incoming power goes through the main breaker to the lugs feeding all branch breakers/fuses. Repair to the main breaker usually entails replacement of that main breaker.

- Service Entrance Cable Repair

The wire (cable) that enters the residence.

- Disconnect Repair

Service to be disconnected if you are replacing either your main breaker or main disconnect.

- Riser Repair

The riser is the vertical electric wire attached to the outside of the house.

- Change Panel Box Repair

Replacing or repairing the electrical panel box that contains breakers or fuses.

- Temporary Service

Service to be used for a limited time (normally not to exceed one year) for construction, exhibits, decorative lighting or similar purposes, or service to non-permanent structures.

- Permanent Service

Service to be permanently installed for residential use.

- Service Entrance Conductor Size

The size wire between the terminals of the service equipment and a point of connection.

- Service Entrance Conduit Size

The conduit that the service entrance wire is pulled through.