

# Dominion Energy Coordination



## Step 1: Getting Started

To request new service, call us at 1-866-DOM-HELP (1-866-366-4357) or you can visit [www.dom.com](http://www.dom.com).  
Search: work request lookup.

A Dominion designer will contact you within three business days.

## Step 2: What You'll Need

Have this information ready for the designer:

- Site readiness date
- Approved site plan
- Electricity load letter
- Proposed location of your meter
- \_\_\_\_\_ (other)

## Step 3: Working Together

Typically, within two business weeks, our designer will develop a project plan and design package. This plan will include:

- Right-of-Way agreement and easement
- Any necessary charges and
- Underground agreement.

Meanwhile, you should prepare the site. As you do, please refer to the Site Ready checklist and the Blue Book requirements on the back of this brochure.

Once your site is ready, inform the designer online at [www.dom.com](http://www.dom.com). Search: work request lookup. Or contact the designer by phone.

Return the signed and completed design package to Dominion.

Then our designer will confirm the site's readiness and that the design package is complete. The designer will flag the proposed route for the electric line to be installed.

## Step 4: Connecting Your Electrical Service

Our designer turns the project over to Construction for installation.

The name and phone number of your Construction contact and the estimated scheduled start date will be sent to you and posted online at [www.dom.com](http://www.dom.com).  
Search: work request lookup.

If digging is required, we will contact Miss Utility to mark all non-private underground utilities.

We then will perform the the work required to complete your request.

Please note that inclement weather and emergency-service restoration may affect the completion dates.

## Step 5: Inspection

You must schedule the required electrical inspection. After the inspection we can set the meter.

Customer information provided to designer:	Dates
Customer Ready Date:	
Requested Project-Completion Date:	

## Site Ready Checklist

Before work can begin to install service, please complete the following:

- \_\_\_ Mark property lines
- \_\_\_ Mark all private underground facilities
- \_\_\_ Ensure lot is within 6" of final grade
- \_\_\_ Install and mark conduit per Dominion requirements
- \_\_\_ Sign and return underground agreement to Dominion
- \_\_\_ Make all necessary payments to Dominion
- \_\_\_ Sign and return any required easements to Dominion
- \_\_\_ Clear obstructions from cable route
- \_\_\_ Make sure all erosion control is adequate.
- \_\_\_ When the site is ready, notify your designer at [www.dom.com](http://www.dom.com). Search: work request lookup.

## Blue Book Requirements

Before electrical service can begin, you also must take care of the following.

- \_\_\_ Clear space around meter (Section VI, Definition)
- \_\_\_ Overhead point of attachment (Section 290)
- \_\_\_ Overhead entrance cable (Section 270 & 280)
- \_\_\_ Overhead service entrance (Section 270 & 280)
- \_\_\_ Underground service entrance (Section 451)
- \_\_\_ Meter location (Section 230)
- \_\_\_ Meter connection (Section 240)
- \_\_\_ Footer requirements for underground (Section 450.4)

The Blue Book is available at any Dominion office or at [www.dom.com](http://www.dom.com). Search: Blue Book.

Designer:

Contact information:

Office:

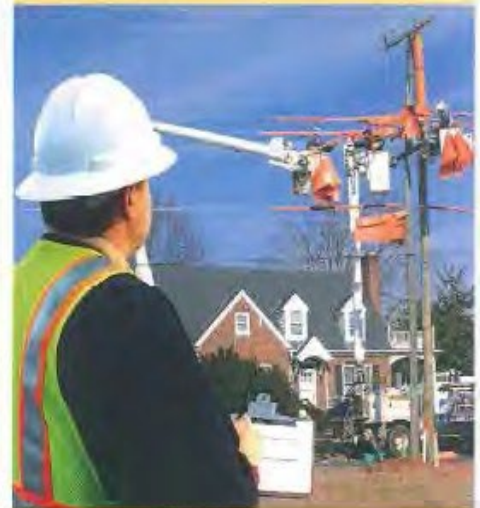
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How to get  
**electric service**  
for new construction



A quick reference guide

[www.dom.com](http://www.dom.com)  
Search: work request lookup

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