



ELECTRIC SERVICE CHANGES

Scheduling is the key to a quick service change out. The Orem City Building Safety Division will work with you to expedite the changeover in one day. But it is necessary for the customer to arrange the scheduling for:

1. **Disconnect** by Rocky Mountain Power
2. **Inspection** by the City of Orem Building Department
3. **Reconnect** by Rocky Mountain Power

Rocky Mountain Power will not reconnect service meters without clearance from the Building Safety Division.

The following steps should be planned and arranged at least 48 hours in advance.

1. **Have all supplies** for the change out.
 - a. If converting to **underground service from overhead**:
 - b. Dig trench
 - c. Have the conduit in the trench with risers at the Rocky Mountain Power service location and new house meter location.
2. Call **Rocky Mountain Power at 1-888-221-7070** at least 48 hours in advance and schedule a meter change inspection for as early as possible for the next day.
3. Call the **City of Orem at (801) 229-7060**, between 8am-5pm, at least 24 hours in advance, and schedule a meter change inspection for as early as possible for the next day.
4. **Install a new meter.**
5. **Call Rocky Mountain Power** for reconnection after inspector passes new panel and the front office sends in for clearance approval.

Meter Panel Inspection

1. Make sure the panel is secured in its location.
2. Assure service feeders are in and connected to meter base lugs and protected with an anti-oxidation compound.
3. All discounted breakers are installed and connected to branch circuits or sub-panel service feeders. All breakers are to be listed for use in the panel.
4. All circuits are connected to the breakers, ground bar, and neutral bar.
5. All bonding and grounding connections are installed.
6. The breaker panel face is ready to be reinstalled after inspection, and the breakers are labeled, with a permanent marker or pen, for the areas they serve. (Kitchen outlets, bedroom lighting, furnace, etc.)