

# Service Application

January 1 through December 31, 2024

**DIRECTIONS:** Please save a copy of this form to your computer by selecting "FILE/SAVE AS" before entering text and numbers. Then fill in your information electronically and select "SAVE." Note that this form requires the current Adobe Reader® version to function properly. Download the most recent version of Adobe Reader® at <https://get.adobe.com/reader/>.

## Application Process

Below is the process to receive any type of electric service from ComEd:

### 1. Establish or Verify Your Account

If you have an existing ComEd account, please enter the number in the "Existing ComEd Account #" field. If this is a new service and you need to establish a ComEd account, you must provide a SSN (Residential) or Tax ID (Commercial) for account setup by calling ComEd at **866-New-Elec** (866-639-3532). If this information is not provided, you can continue your submission, but a customer service representative will have to contact you before your application can be processed.

### 2. Complete and Submit Service Application

Please work with a licensed electrical professional to complete your application. You have two options for submitting your information:

**Preferred Method:** Enter your information directly into the New Business Portal online form. You will immediately receive a confirmation number for tracking your project status.

**Alternative Method:** You may email your completed pdf application to [ServiceApplications@ComEd.com](mailto:ServiceApplications@ComEd.com).

### 3. ComEd Representative Assigned

A ComEd representative will be assigned to your project, will schedule a site visit and will manage your project through completion.

### 4. Site Visit

Your ComEd representative will meet you at the project site to determine how to best provide the requested service.

### 5. Service Request Documentation

After the site visit, your ComEd representative will create all necessary contracts; provide a summary of charges, if applicable, and, if needed, diagrams depicting the service.

### 6. Service Authorization

Review all documents provided by your ComEd representative, sign and return them to your representative along with payment, if applicable, to authorize work to begin.

### 7. "Service Need" Date Determination

The "start work" and "service need" dates will be negotiated with you and every effort will be made to meet your "preferred service" date. Delays in submitting the necessary documentation or changes to the project may adversely impact the "service need" date.

### 8. "Service Need" Date Confirmation

Four weeks prior to the "start work" date, your ComEd representative will contact you to confirm whether work can begin. If the work cannot begin, the "start work" and "service need" dates will be adjusted accordingly. The new dates will be subject to ComEd's workload and resource availability.

### 9. Final Inspection

Two weeks prior to the "start work" date, ComEd will perform an on-site inspection to verify the site is ready for work to begin. If the site is not ready, ComEd will let you know what needs to be done to make the site ready. ComEd reserves the right to reschedule the "start work" and "service need" dates based on the work required to make the site ready.

# Service Application (Continued)

## General Service Notes

- Unanticipated events such as severe weather or other emergencies may delay the “start work” or meeting the “service need” date. ComEd will make every attempt to notify you as soon as it becomes aware of such delays.
- ComEd is obligated to obtain all necessary permits before beginning work. Promptly returning accurate and complete documents can help expedite this process.
- The “service need” date may be impacted depending on the amount of offsite work ComEd may need to perform.
- If ComEd crews are required to work outside of normal weekday hours, overtime labor charges will apply.

## New, Revised and Temporary Service Notes

- The service date that is provided may be impacted depended on the existing capacity of the area.
- Some municipalities may require separate fire pump and emergency services. Please remember to check and include these services on your new service application, if applicable.
- You may be required to provide easements and space on your property, or inside your building for ComEd equipment.

## Metering Notes

Please be aware that the ComEd System Meter department must approve the installation of main electrical panels and all associated new electrical equipment that are rated greater or equal to 1,200 amps & any service that is greater than 600 volts. **A completed load application (below) is required for all load additions, regardless of size rating.**

To obtain **System Meter** approval, email the following documents to [SWBD.Approvals@ComEd.com](mailto:SWBD.Approvals@ComEd.com):

- **The ComEd Service Application** (completely filled out).
- **A PDF of the existing or planned electrical/power system** one-line diagram which illustrates the meter current transformer cabinet, switchgear, power panels and disconnect switch sequence.
- **A PDF diagram\* of the physical equipment which you plan to install** (e.g., meter current transformer cabinet, switchgear and/or power panels).

Allow the ComEd System Meter department **10 business days** to review and return your drawings.

All customer-submitted plans/drawings must be stamped “**ComEd approved**” before service can be provided.

**Commercial metered services dedicated for electric vehicle charging are eligible for the electric charging rate class, which is charges on a wathhour basis. For more information, visit [ComEd.com](http://ComEd.com).**

*\*A diagram must be provided for each switchboard needing approval. These diagrams may be found in your project's electrical plans and manufacturer's specifications. Confer with your electrical contractor, architect or engineer. Always include the name of the equipment manufacturer and model number in the title block.*

## Other

Please note that all customers now have a choice of electric suppliers, electric rates, metering option, etc. For more information, visit our website at [ComEd.com/Choice](http://ComEd.com/Choice) or call our Business Solutions at **877-4-ComEd-1** (877-426-6331).

For information on Energy Efficiency programs, please visit [ComEd.com/WaysToSave](http://ComEd.com/WaysToSave).

Learn more about clean energy options, benefits, and incentives for businesses at [ComEd.com/CleanEnergy](http://ComEd.com/CleanEnergy).

# Service Application: Commercial & Industrial Load Information

Form to be completed by Qualified Electrical Professional

## SECTION 1: Site & Building Information

Project Name:		Project Type:		Date of Submittal:	
Site Address:		City:		State:	ZIP Code:
Requested Service: Permanent      Temporary		Unit Type (if applicable): Residential      Commercial			
Hours of Normal Operation: Start:            AM    PM    End:            AM    PM    24-hour		Total Sq Feet that SWBD Services:		Total Bldg Sq Feet:	# of Units:

## SECTION 2: Equipment & Voltage

Preferred Service Equipment Type:

Underground	Overhead	Vault/High-rise	Outdoor Lighting
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Service Voltage:

120/240V 1-phase 3-wire	120/240V 3-phase 4-wire	120/208V 3-phase 4-wire	277/480V 3-phase 4-wire
480V 3-phase 3-wire (B-phase grounded, not allowed in Chicago)	480V 3-phase 3-wire (ungrounded, req. special equipment & approval)		
4kV	12kV	34kV	Other:

## SECTION 3: Switch Information (if more than one, please attach the following information per switch)

Switch Name (point for ComEd connection):		Double-ended SWBD (Y/N):		Tot. # of Identical ComEd Connections:	
Switch Location, if known:	Switch Size (amps):	Size of Conductor:	Size of Conduit:		
Switch Rating (%):	Number of Secondary Sets:	Conductor Material:      CU      AL			

Is your system designed to withstand common grid transients, which can include but are not limited to voltage sags, spikes, or momentary outages?

YES      NO

## SECTION 4: Load Information (all loads should be shown in kW, with a power factor of .85 used for conversion from kVA)

Category	Description	1-Phase Connected Load	1-Phase Diversified Capacity*	3-Phase Connected Load	3-Phase Diversified Capacity*
Lighting					
Appliances					
Receptacle					
Process Heat					
Water Heat					
Motors					
HVAC/Heating					
HVAC/Cooling					
Ventilation – All Year**					
Heat Pumps					
Elec. Vehicle Charging					
Other					
<b>Total:</b>					

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## SECTION 5: Motor Information

Equipment Type	Qty	Voltage	HP	Starting Amps Each	Full Load Amps	Started Type	Starter FLA Coefficient	# of Starts per Day	# of Starts per Hour

Please indicate potential simultaneous starts across all motors.

## SECTION 6: Welder Information

Description	Qty	Voltage	Size (kVA)	Type	Full Load Amps	P.F. at Peak	Starter FLA Coefficient	Welds per Minute	Cycles per Weld	Hours per Day Use

Please fill out welder table if welder load required.

## SECTION 7: Electric Vehicle Charger Information\*

Will load balancing software be utilized to manage the load across the system?    YES    NO

If yes, what is the maximum load for the balanced system?                      kW

# of Chargers	Ports per Charger	Level 2 (AC) or 3 (DCFC)	Connected Load per Port (kW)	Voltage	Amp Rating

Please provide specifics for electric chargers to be installed.

\*Please provide any product spec sheets, if available.

\*\*Estimated expected time of usage for charging.

# Commercial & Industrial Project Information

## SECTION 1: Site Information

Project Name:		Contact Name:		
Contact Email:		Contact Phone Number:		
Site Address:		City:	State:	ZIP Code:
Electrical Permit #:	Date of Groundbreaking:	Total Number of Switches (Points of Service):		
Date ComEd Can Begin Work:	Preferred Service Date:	Total Number of Meters Requested:		

## SECTION 2: Business Information

Legal Name of Entity (Electric Consumer):		Tax I.D.:	Existing ComEd Account #:	
Corporation	Partnership	Sole Proprietor	Other:	

## SECTION 3: Switch Information (if more than one, please attach the following information per switch)

Property Owner:	Property Owner Phone:
Building Owner:	Building Owner Phone:
Building Manager:	Building Manager Phone:

## SECTION 4: Mailing Address for Contracts

Company:	Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:	

## SECTION 5: Mailing Address for Electric Bills

Company:	Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:	

# Commercial & Industrial Project Information

## SECTION 6: Project Contacts

<b>Consulting Engineer:</b>		<b>Firm Name:</b>	
Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:
<b>General Contractor:</b>		<b>Firm Name:</b>	
Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:
<b>Electrical Contractor:</b>		<b>Firm Name:</b>	
Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:
<b>Other:</b>		<b>Firm Name:</b>	
Email:	Phone:	Fax:	
Address:	City:	State:	ZIP Code:

## SECTION 7: Required Documents

The following documents may be required (items are required for non-overhead services):

- Plat of Survey with legal description of property (for easement, if required)
- Site Plan showing building relative to property lines – mark service entrance location(s)
- Civil Drawings (showing water, sewer, gas, phone, electric, pavement, grading, etc.)
- Complete electrical drawings and/or load detail sheets

## SECTION 8: Information Provided By

Signature:

Printed Name:

Date:

# Customer Meter Checklist

The following must be complete before any meters can be set (Check all that apply)

## General Requirements

- If applicable, a **permit** must be obtained prior to ComEd notification and/or approval.
- All fittings must have a **CECHA stamp** to receive ComEd approval. Fittings must be located in a ComEd approved location.
- All **meter sockets must be clearly identified** with unit number, fire pump, building meter, etc. on the fitting.
- All **units must be clearly identified**, using the final unit number, designation and/or address on the unit's breaker panel.
- All **load wires must be landed and terminated** between the meter socket and unit panels.
- All new and existing services must have **required grounds**.

## Single-phase Metering

- A **fifth jaw** is required at the nine o'clock position of the socket for "WYE" (120/280v) services.
- If there is no bypass handle provided on the socket, **jumping studs/horns** are required on the line and load connectors of the meter fitting. Meter fitting(s) must be proper height. Service attachment (I-plate) must be installed in proper location and must be within minimum and maximum height clearances.
- Trees on private property must be trimmed and/or removed** as needed by the customer to allow service drop installation.

## Three-phase Self-contained Metering

- All three-phase, 120/240V, four-wire, self-contained meter installations (200 amps or less), the high phase must be attached on the right side of the fitting and clearly identified within the meter fitting and at the weatherhead.
- All phases and the neutral must be **clearly identified**.
- An **integrated bypass lever** is required for all three-phase, self-contained meter fittings.

## Three-phase Transformer-rated Metering

- High phase must be in the center position** in all current-transformer cabinet installations.
- Please make sure the **switchgear size, estimated demand load and voltages have been provided to the Project Engineer**. Also, an approved wiring harness must be provided in all current-transformer cabinet installations (per ComEd requirements) when the meter fitting is on the CT cabinet door.

*For metering standards and dimensions, please see ComEd's Residential Electric Service Installation on the ComEd website at:*  
[ComEd.com/MeteringRequirements](https://www.comed.com/MeteringRequirements)

Please work with a licensed electrical professional to complete your application.

You may email your completed pdf application to [ServiceApplications@ComEd.com](mailto:ServiceApplications@ComEd.com).