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[www.jamestownbpu.com](http://www.jamestownbpu.com)

**ELECTRIC  
DISTRICT HEAT  
WATER  
WASTEWATER  
SOLID WASTE**

## ELECTRIC SERVICE - RESIDENTIAL

Residential Service Classification – Individual loads  $\leq$  5 KVA, Single Phase, 120/240 Volts, 3-Wire,  $\leq$  200 Amps

### ***Steps for New Electric Service or Upgrade to Existing Residential Electric Service***

1. **Fill out an application** for Residential Service - New/Upgrade Electric Service.

If you will be *heating with electricity*, determine the total square footage of the area to be heated, and fill out a 'Certificate of Compliance to Minimum Insulation Standards' form. This pertains to both new services and conversion of existing service to electric heat.

2. **Service Spot** - Once we receive the completed application, a Jamestown Board of Public Utilities' Staff Member will spot the area and determine where the service will be connected to your home.
3. **Permit** – Jamestown Board of Public Utilities will issue a permit to the listed contractor, which will include the meter spot location. The permit must be presented to the Electrical Inspector in order for the inspection to be completed.
4. **Meter Socket & Hub** – Once the spot is complete, it will be the customer's responsibility to purchase approved meter socket/hub(s). This equipment can be obtained from a local electric supplier.
5. **Electrical Inspection** - Once the wiring is complete, an inspection must be performed by an electrical inspector certified by the local municipality\*. You must make arrangements for the electrical inspection to be performed.
6. **Certificate of Electrical Inspection** - A Certificate of Electrical Inspection will be sent directly to us by the approved electrical inspector after the inspection is complete and has passed.\*
7. **Energize New Service** – Upon receipt of the approved electrical inspection, we will schedule a service truck to energize the new service. Residential connections will be completed within 5 business days.

**Temporary Services** – If you are interested in a temporary service hookup, please fill out an application for New Electric Service or Upgrade to Existing Electric Service and check the Temporary Service box. A **minimum \$150.00 fee** is required *prior* to service being energized. Additional charges may apply.

**Access to Meters and Meter Maintenance** – Customer is responsible for providing clear access to metering equipment, upkeep of meter socket/metering cabinet (excluding utility revenue metering equipment), and protection from damage of all metering equipment.

**\*A list of Approved Inspectors can be obtained by contacting the Local Municipality:**

**City of Jamestown<sup>1</sup>:** Mike Gleason, Gleason Enterprises Electrical Inspections, PH: (716) 338-7108

John Christopher Dean III, Dean Electrical Inspections, PH: (716) 224-0700, [johncdean3@gmail.com](mailto:johncdean3@gmail.com)

**Town of Ellicott:** David Rowe, Code Enforcement Officer, PH: (716) 665-5317 ext. 209, [Code@TownOfEllicott.com](mailto:Code@TownOfEllicott.com)

**Village of Falconer:** Frank Fonti, Code Enforcement Officer, PH: (716) 665-4400, [Falconer@netsync.net](mailto:Falconer@netsync.net)

**Village of Celoron:** Robert Burkholder, Code Enforcement Officer, PH: (716) 487-4175, [Celoron@netsync.net](mailto:Celoron@netsync.net)

<sup>1</sup>A Licensed Electrician is required for all electrical work within the City of Jamestown, with the exception of owner-occupied 1 or 2 family dwellings.

**Please review Jamestown Board of Public Utilities "Wiring Rules & Requirements" for additional information**

**All temporary service connections must be reported to the Utility by calling (716) 661-1642 and will be required to have the inspection process completed within 3 working days. Any unreported or expired connection will be considered theft of service, disconnected immediately, subject to a reconnection fee, and reported to the governing municipality.**