

**City of Greenfield
Application for Utilities Permit**

Applicant:

Name		Phone Number	
Address	City	State	Zip Code

Owner:

Name		Phone Number	
Address	City	State	Zip Code

Service Location:

Address	Subdivision	Lot No.
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Plumber Information:

(When Applicable)

Name	Plumber's License No.
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Address	City	State	Zip Code	Phone Number
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Electric Service Requested:

- | | |
|---|--|
| <input type="checkbox"/> 200A | <input type="checkbox"/> Overhead |
| <input type="checkbox"/> Other <u> A </u> | <input type="checkbox"/> Underground |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Upgrade Existing Service |
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Other |
| <input type="checkbox"/> 2020 Indiana Residential Code (2018 IRC) | <input type="checkbox"/> 2009 Indiana Electric Code (2008 NEC) |

I hereby certify that all electrical installations will be constructed in accordance with all pertinent requirements of the above indicated Code Edition and all amendments to date and that I will contact the Building Inspector at 317.477.4320 for an inspection when this work is complete.

Sewer Service Requested:

- | | |
|---|--|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Multi-Family |
| <input type="checkbox"/> Two-Family | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> 2020 Indiana Residential Code (2018 IRC) | <input type="checkbox"/> 2012 Indiana Plumbing Code (2006 IPC) |

I hereby certify that I have read the attached Utility Regulations of Sewer Lateral connections and understand my responsibilities as described therein and will contact the Wastewater Treatment and Collection Department at 317.477.4360 for an inspection when this work is complete.

Water Meter Size Requested:

- | | |
|---|--|
| <input type="checkbox"/> 5/8 Inch | <input type="checkbox"/> 2 Inch |
| <input type="checkbox"/> 1 Inch | <input type="checkbox"/> Other <u> </u> |
| <input type="checkbox"/> 1 1/2 Inch | |
| <input type="checkbox"/> 2020 Indiana Residential Code (2018 IRC) | <input type="checkbox"/> 2012 Indiana Plumbing Code (2006 IPC) |

I hereby certify that I have read the attached Utility Regulations for Water Service installations and understand my responsibilities as described therein and will contact the Water Utility at 317.477.4350 for an inspection when this work is complete.

Applicant's Signature _____ **Date** _____



Engineering and Planning Department

Regulations for Electrical Services Installations

1. General

- 1.1 The contractor and/or property owner shall first obtain an electrical service permit for all electrical services and/or electrical service upgrades prior to commencing work on said service.
- 1.2 All permits shall have the appropriate address of where the electrical service is to be installed, property owner name, address and telephone number (if different from the address of the electrical service), and the contractor's name, address and telephone number. If no contractor has been hired, or the property owner is completing the work, just the owner information shall be used.
- 1.3 Greenfield Power and Light shall be responsible for supplying and the maintenance of all overhead electrical service conductors from the electrical power pole to the wire connection at the weather-head provided by the property owner/contractor. The property owner shall be responsible for providing and maintaining all electrical equipment and wire from the weather-head down to the GP & L supplied meter base and into the structure which may include an electrical disconnect.
- 1.4 Greenfield Power and Light shall be responsible for supplying and maintenance of all underground electrical service conductors from the power supply to the top connection (line side) inside the GP & L supplied meter base. The property owner shall be responsible for the electrical service conductor and for providing and maintenance of all electrical equipment from the bottom side of the meter base (load side) and into the structure, which may include an electrical disconnect.
- 1.5 All electrical services shall be inspected by Greenfield Power and Light and/or the Building Inspector of the City of Greenfield prior to energizing the electrical equipment.
- 1.6 Only Greenfield Power and Light personnel shall be responsible for disconnecting electrical meters and/or electrical service conductor wires from properties. Anyone other than employees of GP & L can be fined not more than One Hundred Dollars (\$100) per offense and could result in a delay of the reconnection of the electrical service and will be liable for all damages and cost incurred by the City of Greenfield.

2. Overhead service Requirements

- 2.1 Once a permit has been obtained for an electrical service or an electrical service upgrade, the property owner/contractor shall present one copy of the electrical permit (yellow copy) to Greenfield Power and Light and obtain the meter base supplied by GP & L for the property.
- 2.2 The electrical service mast shall have a minimum diameter of 2".
- 2.3 Electrical service masts that penetrate through the roof line or rise above the roof line shall be rigid. PVC masts are prohibited in Section 230.24(A) of the 2009 Indiana Electrical Code or Section E3604.2.1 of the 2020 Indiana Residential Code, whichever may apply. Service masts shall also provide appropriate elevation above grade as to meet the requirements set forth in Section 230.24(B) of the 2009 IEC or Section E3604.2.2 of the 2020 IRC.
- 2.4 Where determined necessary by the Authority Having Jurisdiction (AHJ), a supporting wire with a turnbuckle, or other approved means, shall be provided for the service mast.
- 2.5 *Not Used*
- 2.6 If the electrical service panel is not on the opposite side of the same wall, and on the same floor level as the electrical meter base, an electrical service disconnecting means shall be provided on the outside of the structure with the electrical meter base.
- 2.7 The ground wire for the electrical service is to be connected in the electrical service panel, and shall run into the bottom of the meter base and into a ½" conduit outside the structure, to the ground rod, or other grounding means. In no case shall the ground wire run down the inside of the wall of a structure to the grounding means.

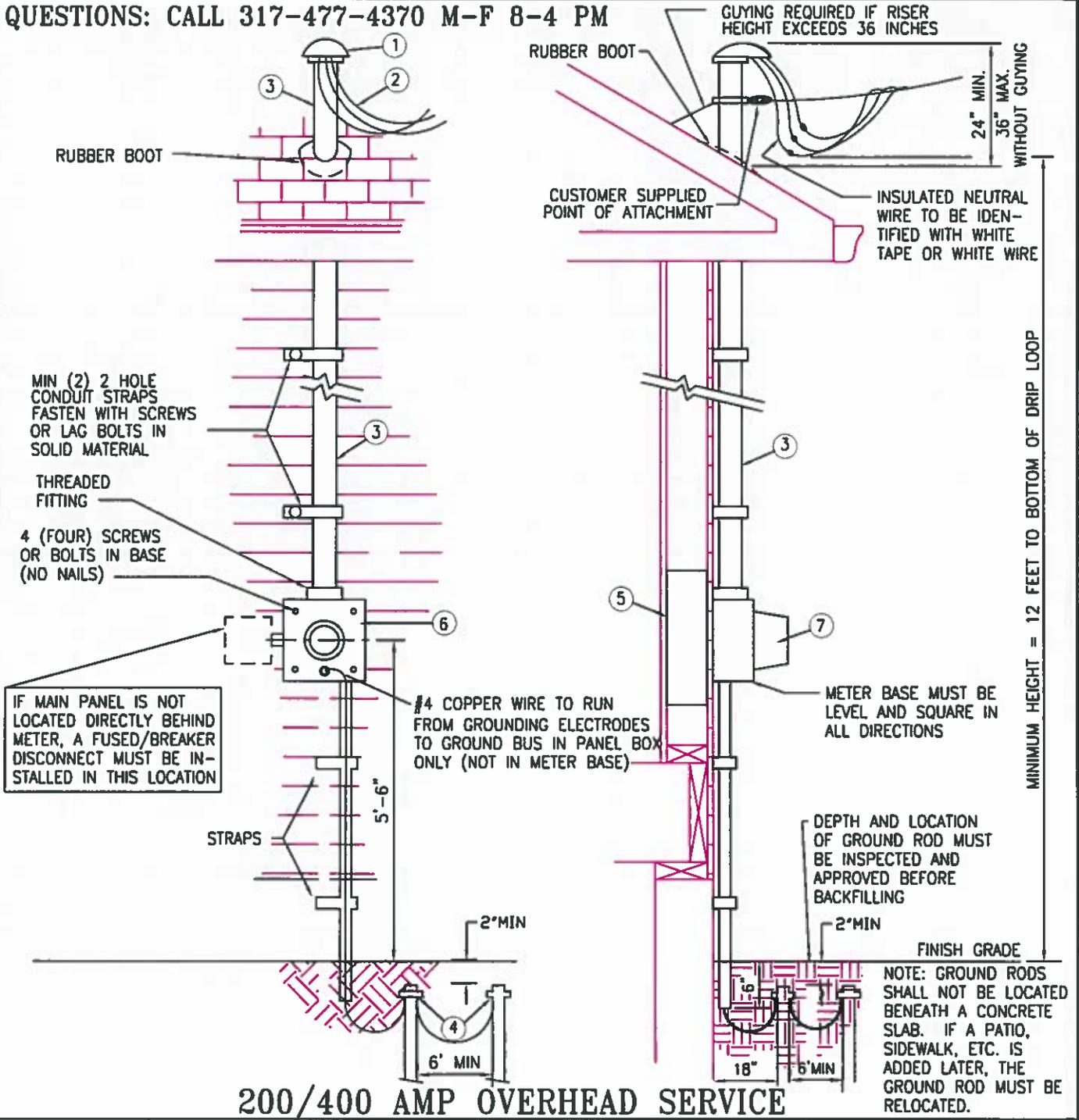
- 2.8 Neutral service entrance conductor shall be marked with white markings, to identify that wire as the neutral line at all cut ends of the wire from the weather-head through to the electrical service panel.
- 2.9 A minimum of two (2) feet of service entrance conductor shall be provided outside the weather-head for attachment of the electrical service conductor by Greenfield Power and Light.
- 2.10 The property owner/contractor shall provide an adequate point of attachment for overhead service conductors within two (2) feet of the weather-head.
- 2.11 Electrical meter bases shall be readily accessible at all times. In no case shall a meter base be placed in an enclosed room. Meter bases inside a fence shall have an openable gate provided in the fence. In an electrical service upgrade situation when a permit has been obtained, the existing meter base is in an enclosed room shall be moved to the exterior of the structure, in which case electrical disconnecting means may be required.
- 2.12 A ground rod of a minimum of 5/8" by 8 feet or other approved grounding means shall be provided for all services.
- 2.13 The permanent electrical meter base and service panel shall be inspected by Greenfield Power and Light and/or the Building Inspector of the City of Greenfield prior to energizing the building electrical service. The electrical service panel cover shall be removed for inspection. For properties under construction at the time of the electrical service inspection, at least one GFCI protected receptacle shall be provided and connected to the electrical service panel at the time of the inspection.
- 2.14 Prior to energizing the permanent electrical service equipment, but after the electrical service inspection, the service panel cover shall be placed on the service panel with the main breaker in the "off" position.
- 2.15 Once the inspection has been completed and the AHJ has placed a green sticker on the meter base showing the electrical service has passed inspection, it shall be the responsibility of the property owner/contractor to schedule a time with GP & L to energize the electrical service. Once the electrical service has passed inspection, the AHJ shall notify GP & L that the electrical service has passed inspection.
- 2.16 The Authority Having Jurisdiction and Greenfield Power and Light have the final authority of all electrical services within the Greenfield Power and Light service territory and within the corporation limits of the City of Greenfield.

3. Underground Service Requirements

- 3.1 Once a permit has been obtained for an electrical service or an electrical service upgrade, the property owner/contractor shall present one copy of the electrical permit (yellow copy) to Greenfield Power and Light and obtain the meter base supplied by GP & L for the property.
- 3.2 When upgrading an existing electrical service, the property owner/contractor shall be responsible for the providing the trench in the ground for the electrical service conductor. The trench shall be a minimum of 4" in width and a minimum of 36" in depth. The trench shall extend from the power pole to the electrical meter base.
- 3.3 If the underground service conductor is to pass under a driveway, sidewalk or other hard surface or under a planned hard surface, the property owner/contractor shall provide a minimum of 2 ½" PVC Schedule 40 conduit running the length of the entire hard surface in the bottom of the trench.
- 3.4 The property owner/contractor shall provide a riser with a minimum diameter of 2 ½" PVC Schedule 40, from at least 12" in below grade in the trench to the bottom of the meter base, and the riser must be securely fastened to the structure.
- 3.5 *Not Used*
- 3.6 If the electrical service panel is not on the opposite side of the same wall, and on the same floor level as the electrical meter base, an electrical service disconnecting means shall be provided on the outside of the structure with the electrical meter base.
- 3.7 If the ground wire for the electrical service is connected in the electrical service panel, the ground wire shall run into the bottom of the meter base and into a ½" conduit outside the structure, to the ground rod, or other grounding means. In no case shall the ground wire run down the inside of the wall of a structure to the grounding means.
- 3.8 Neutral service entrance conductor shall be marked with white markings, to identify that wire as the neutral line at all cut ends of the wire from the meter base through to the electrical service panel.
- 3.9 Electrical meter bases shall be readily accessible at all times. In no case shall a meter base be placed in an enclosed room. Meter bases inside a fence shall have an openable gate provided in the fence. In an electrical service upgrade situation when a permit has

- been obtained, the existing meter base is in an enclosed room shall be moved to the exterior of the structure, in which case electrical disconnecting means may be required.
- 3.10 A ground rod of a minimum of 5/8" by 8 feet or other approved grounding means shall be provided for all services.
 - 3.11 The permanent electrical meter base and service panel shall be inspected by Greenfield Power and Light and/or the Building Inspector of the City of Greenfield prior to energizing the building electrical service. The electrical service panel cover shall be removed for inspection. For properties under construction at the time of the electrical service inspection, at least one GFCI protected receptacle shall be provided and connected to the electrical service panel at the time of the inspection.
 - 3.12 Prior to energizing the permanent electrical service equipment, but after the electrical service inspection, the service panel cover shall be placed on the service panel with the main breaker in the "off" position.
 - 3.13 Once the inspection has been completed and the AHJ has placed a green sticker on the meter base showing the electrical service has passed inspection, it shall be the responsibility of the property owner/contractor to schedule a time with GP & L to energize the electrical service. Once the electrical service has passed inspection, the AHJ shall notify GP & L that the electrical service has passed inspection.
 - 3.14 The Authority Having Jurisdiction and Greenfield Power and Light have the final authority of all electrical services within the Greenfield Power and Light service territory and within the corporation limits of the City of Greenfield.

QUESTIONS: CALL 317-477-4370 M-F 8-4 PM



200/400 AMP OVERHEAD SERVICE

Item No.	Quantity	Description
Items Supplied and Installed By Customer		
1	1	Service Mast with Weatherhead and point of attachment
2	200AMP	3-#2/0 copper or 3-#4/0 aluminum conductors-can use (1 size) reduced neutral
	400AMP	3-#4/0 copper or 3-#350 aluminum conductors-can use (1 size) reduced neutral
3	As Req'd.	(200amp) 2" Rigid Metallic Conduit/(400amp) 3" Rigid Metallic Conduit
4	2	5/8"x 8' Copperweld Ground Rod with approved clamp
5		200/400 Amp Main Panel
Items Supplied by Company and Installed by Customer		
6	1	Meter Base (Included in price of Permit)
Items Supplied and Installed by Company		
7	1	Meter

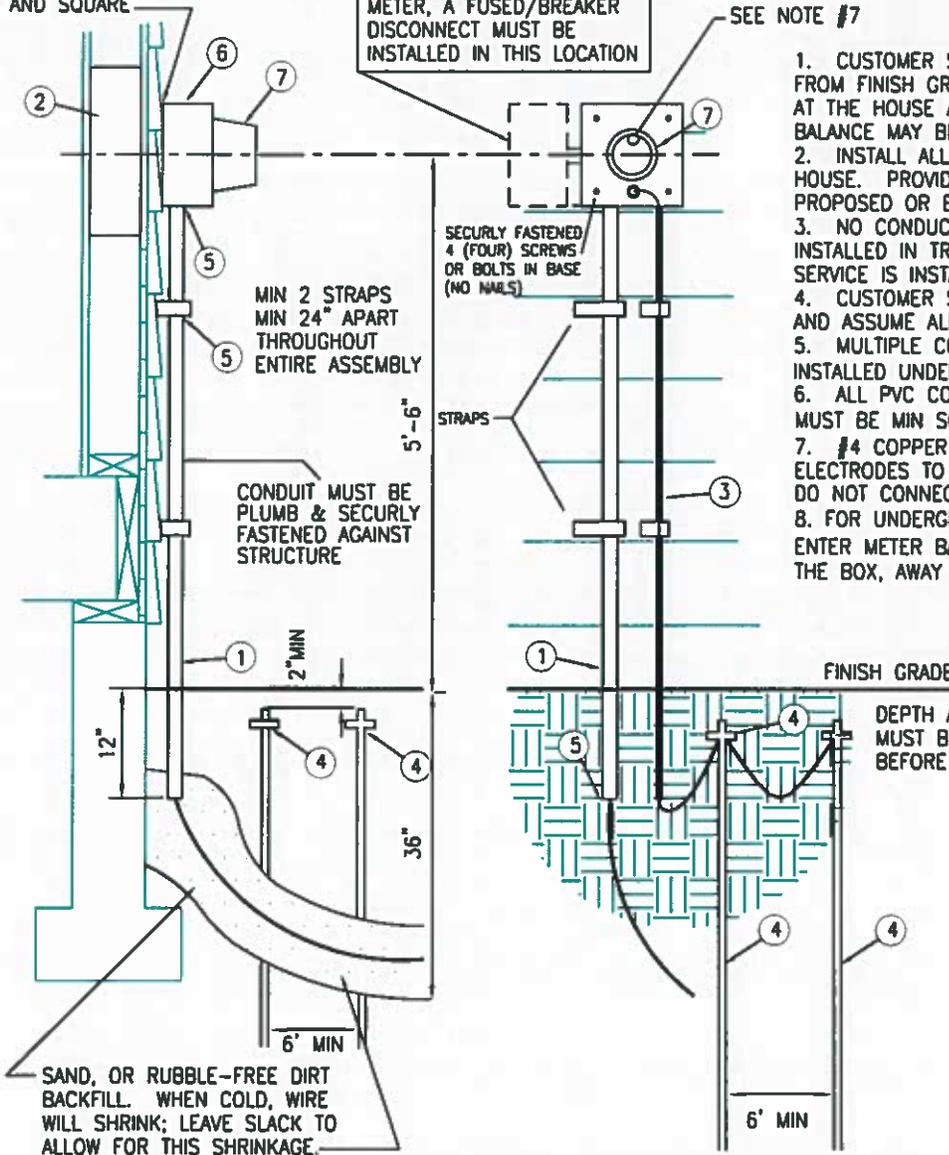
NOTE: METER BASE MUST BE LEVEL AND SQUARE

IF MAIN PANEL IS NOT LOCATED DIRECTLY BEHIND METER, A FUSED/BREAKER DISCONNECT MUST BE INSTALLED IN THIS LOCATION

SEE NOTE #7

NOTES

1. CUSTOMER SHALL DIG A MINIMUM 36" TRENCH, FROM FINISH GRADE, 24" WIDE X 48" LONG AT THE HOUSE AND AT THE POLE. THE BALANCE MAY BE 4" WIDE X 36" DEEP.
2. INSTALL ALL EQUIPMENT AS SHOWN ON HOUSE. PROVIDE AND INSTALL CONDUIT UNDER PROPOSED OR EXISTING DRIVEWAYS, PATIOS, ETC.
3. NO CONDUCTORS OR CABLES SHALL BE INSTALLED IN TRENCH UNTIL PERMANENT SERVICE IS INSTALLED.
4. CUSTOMER SHALL BACKFILL ALL TRENCHES AND ASSUME ALL FUTURE MAINTENANCE.
5. MULTIPLE CONDUCTORS SHALL NEVER BE INSTALLED UNDER THE SAME TERMINAL
6. ALL PVC CONDUIT USED ON THIS INSTALLATION MUST BE MIN SCHEDULE 40 ULTRAVIOLET RESISTANT.
7. #4 COPPER WIRE TO RUN FROM GROUNDING ELECTRODES TO GROUND BUS IN PANEL BOX ONLY DO NOT CONNECT TO BONDING LEG IN METER BASE
8. FOR UNDERGROUND SERVICE THE CONDUIT SHALL ENTER METER BASE ON THE LEFT HAND SIDE OF THE BOX, AWAY FROM THE BY-PASS HANDLE.



DEPTH AND LOCATION OF GROUND RODS MUST BE INSPECTED AND APPROVED BEFORE BACKFILLING

NOTE: GROUND RODS SHALL NOT BE LOCATED BENEATH A CONCRETE SLAB. IF A PATIO, SIDEWALK, ETC. IS ADDED LATER, THE GROUND RODS MUST BE RELOCATED.

200 & 400 AMP UNDERGROUND SERVICE

Item No.	Quantity	Description
Items Supplied and Installed by the Customer		
1	As Req'd.	PVC Conduit 2 1/2" Minimum
2	1	200/400 AMP Main Panel; wired from bottom of meter base
	200 AMP	3-#2/0 Copper conductors or 3-#4/0 Aluminum conductors
	400 AMP	3-#4/0 Copper conductors or 3-#350 Aluminum conductors
		NOTE May use conductor with (1 size) reduced neutral
3	As Req'd.	Separate 1/2" pvc conduit for #4 cu ground wire & 2 (2 hole straps)
4	2	5/8" X 8' copperweld ground rod & clamp, do not use water pipe clamp Ground rods shall not be less than 6' apart in distance.
5	As Req'd.	Bushings, locknuts, conduit clamps or straps as needed
Items Supplied by Company and Installed by Customer		
6	1	Meter Base (Included in price of Permit)
Items Supplied by Company and Installed by Company		
7	1	Meter
8	1	Underground Cable from top of conduit on pole to top of Meter Base on House

**City of Greenfield
Water Utility**

451 Meek Street Greenfield, In 46140
www.greenfieldin.org
Phone: 317.477.4350

UTILITY REGULATIONS FOR WATERLINE CONNECTIONS

All City Standards Drawings will be used as reference for all installations

- a. The Contractor shall obtain both the water and sewer connection permits at the same time, assuming that both types of permits are required.
- b. All permits issued must have the appropriate address and/or lot number. The Contractor's name must also appear on the permit. If the builder has not been determined, then the Owner's name must appear on the permit.
 - i. **If connecting to the Public Water System from a private well:**
 - ii. **Letter from a licensed plumber on file with the Greenfield Water Utility certifying the disconnection of the well from the building domestic water lines**
- c. Type K soft copper to be used from main to water service pit
 - i. **Only Copper tubing will be accepted in the meter pit.**
 - ii. **Copper tubing must start at the in-line ball valve as per standard drawing.**
- d. After the first inspection by a Representative of Utility, the waterline, pit base, and 50% of the barrel shall be backfilled with #24 sand
- e. Water service lines shall not be backfilled until a Representative of the Utility has inspected all work.
- f. The water service lines and water main taps to all lots shall be located in such a manner that the water service line to the meter pit is not located in the driveway pavement area.
 - i. **If the water service lines are found to be in conflict with a proposed driveway or private sidewalk pavement area, the Contractor shall be required to relocate the service line.**
 - ii. **Water service line relocation shall be done so at the Builder's/Owner's/Developer's expense.**
 - iii. **The meter pit shall be located in such a manner to prevent vehicle traffic from causing damage to the installation.**
- g. The Utility shall be notified at least one week prior to the date the meter pit scheduled for completion.
- h. If water service lines are stubbed onto the property before construction of the building, it is the responsibility of the contractor to keep this line marked with a steel sign post during construction.
- i. The Water Utility shall only install the meter once the line and meter pit has passed the final inspection. It is the responsibility of the builder to schedule the inspection.
- j. Business and/or commercial structure meters shall be installed in areas as approved by the Water Utility.
 - i. **The required backflow device must be installed after the meter as per state and local laws**
- k. Once the meter pit and service connection have met all requirements of the Utility including finished grade is established at the final inspection the new service would be approved for the meter installation.
- l. The 10-foot horizontal and 18-inch vertical separation rule must be maintained between water, storm, and sanitary sewer lines or mains.
- m. No water service line construction shall be initiated until the Builder/Owner has the following in his/her possession:
 - i. **A Valid Building Permit (if applicable)**
 - ii. **A Valid Water Service Permit (if applicable)**
 - iii. **A Valid Sewer Connection Permit**
 - iv. **Street Cut Permit (if applicable)**

**City of Greenfield
Wastewater Utility**

809 South State Street Greenfield, Indiana 46140

www.greenfieldin.org

Phone: 317.477.4360

Fax: 317.477.4361

UTILITY REGULATIONS FOR SEWER LATERAL CONNECTIONS

1. The Builder or Contractor must obtain both the water and sewer permits at one time, assuming that both types of service are required.
2. All permits issued must have the appropriate street address and/or lot number, as well as the Builder's name. If the Builder has not yet been determined, then the Owner's name must appear on the permit.
3. No sewer laterals shall be laid on hard ground. There shall be at **LEAST 4** (four) inches of #24 sand or #8 stone under the lateral. All laterals shall be covered with #24 sand or #8 stone, with a **MINIMUM** of 6 (six) inches before backfilling.
4. Under **NO CONDITIONS** shall any sewer laterals be backfilled until the City Engineer or his appointed representative has inspected all work.
5. Sewer tape, minimum of 2 (two) inch wide metal, plastic coated shall be buried 12-18 inches below ground level when backfilling.
6. All sewer lines shall be of the size specified in the sewer ordinance (Code of Ordinances: Title V – Public Works; Chapter 51 – Sewers), i.e. 6 inch minimum for a single family dwelling and the proper size for apartments, commercial or industrial installations to be determined in the referenced code for each individual situation.
7. All laterals shall be PVC push on gasketed pipe and the material specifications shall comply with ASTM-3034 (SDR-35). No vitrified clay or glue joint pipe will be accepted.
8. No tapping of a sewer shall be made on the City sewers unless an approved saddle is used, as required by the City Sewer Department. PVC pipe shall not be saddled, unless approved. All taps must be witnessed by the City Sewer Department.
9. The minimum slope of the pipe from the dwelling to the connection shall be ¼ (one quarter) inch per foot or 2.00 percent.
10. Laterals that are over 100 feet in length between the main and the house or that have more than 6 fittings shall require a Type 2 Cleanout.
11. Any 90° bends in the lateral shall have a Type 2 Cleanout extended to the surface to facilitate maintenance and be a minimum of 6 (six) inch threaded cap.
12. All clean outs shall be 6 (six) inch screw on capped pipe.
13. No sewer hook ups shall be made on any City sewer unless the Owner/Contractor/Builder has the following in his/her possession:

_____ **VALID Building Permit**

_____ **Sewer Lateral Hook On Permit**

_____ **Street-Cut Permit (if applicable)**