

Duquesne Light Company Electrical Construction Guidelines

1. Obtain a Duquesne Light Company Work Order number for the proposed project
 - Call our New Business Department at (412) 393-4343
 - Please be ready to provide the following information when you call
 - Business and Property information
 - Billing Information
 - An active Duquesne Light account number (if you currently have service with DLC)
 - A description of the scope of work.
 - Contact information for callback purposes and correspondence
 - Duquesne Light aims to respond to construction requests within 1 to 2 weeks depending on the volume of requests received
 - Make sure to provide the Work Order number to those involved with the project including engineers, electricians, etc. so that they can refer to it when corresponding with Duquesne Light personnel
2. Complete the Electric Service Request Form attached and return it to the Duquesne Light Representative or technician assigned to the project if increasing service or installing new service
 - Please provide accurate information for the following
 - i. Permanent service address information
 - ii. Billing address information (including Tax Payer ID or EIN number)
 - iii. Contact information
 - iv. Building information
 - v. Electrical requirements (voltage)
 - vi. Connected load breakdown
 - vii. Service Size
 - viii. Right of way information
 - ix. Cost letter information
 - x. Additional information for consideration (other information Duquesne Light may need to be aware of for scheduling purposes or job completion)
3. Provide a site plan complete with a building footprint
 - Provide the site plan to the Duquesne Light Representative or technician assigned to the project
 - i. An AutoCAD 2000 version of the plan is preferred
 - Once Duquesne Light receives the plan , a representative or a technician will contact you to review and/or schedule a site meeting
 - i. Depending on the volume of requests received, scheduled lead time for a site meeting is approximately 2 to 3 weeks
 - Duquesne Light will determine the engineering and design of the service and the size of the transformer
 - i. This process may take *several weeks* to *several months* to complete depending on the size of the project and volume of requests received
4. Obtain a cost letter
 - Duquesne Light will send a cost letter to the owner/builder or person identified on the Electric Service Request Form
 - i. A cost figure will not be provided until engineering is complete and the job has been approved by Duquesne Light.
 - ii. Duquesne Light will not provide an estimated cost prior to the job being engineered in its entirety.

- iii. Project material, transformers, switches, etc. will not be ordered until the required payment is received by Duquesne Light.
- iv. The lead time for a transformer varies widely depending on the size required.
 1. A 500 kVA transformer typically takes 6 to 8 weeks for delivery
 2. Larger transformers are likely to have a longer lead time, often 8 to 12 weeks.
 3. Overhead transformers typically have a 2 to 3 week lead time for delivery.
5. Provide a right-of-way agreement
 - Duquesne Light will send two copies of the right-of-way agreement to the property owner
 - The agreements must be signed, notarized, and returned to Duquesne Light's Right-of-Way Department before the job will be scheduled.
6. Complete pre-construction inspections
 - Customer-owned/installed equipment, transformer pads, switch pads, etc. will need to be inspected and approved by a Duquesne Light technician.
 - A wiring approval/inspection from the Borough, Township, or City Inspector is required
 - i. this may take place prior to or during construction depending on the scope of work
 - At the time of inspection, you will need to provide the inspector with the Duquesne Light Work Order number associated with the project
7. Obtain metering equipment
 - Your electrical contractor or electrician should contact Duquesne Light's Metering Department at (412) 393-8713 to arrange and/or schedule the delivery of any metering equipment required for the project.
8. Schedule the project
 - The job will be sent to Duquesne Light's Underground and/or Overhead Scheduler when
 - i. The right-of-way agreements are signed and returned to Duquesne Light
 - ii. The customer-owned equipment has been completely installed
 - iii. The customer-owned equipment is inspected by Duquesne Light and a local Borough, Township or City Inspector
 - iv. All charges and fees are paid in full
 - Typically, construction lead time is 3 to 4 weeks once the job is released for scheduling

NOTE: Lead time can vary significantly depending upon volume, weather and time of year.

9. Construct the project
 - Depending on the scope of the job, construction can typically be completed within 7 to 10 days.
 - In the event of inclement weather, emergent work, equipment failures, customer outages due to storm or disaster, resources may be reassigned as needed and construction delays are likely to occur.
 - An extended outage may be required to energize the new service. Duquesne Light will try to schedule around a neighboring customer's operating hours if they will be affected by the outage.

These guidelines are provided to you so that you can have a reasonable understanding of the electrical construction process. They are in no way a definitive timeline or company commitment of construction. Every project is different and there are many variables and obstacles that can arise during a construction project. In an effort to complete the work in a timely manner, please be prepared to have your portion of the construction completed as scheduled, provide Duquesne Light with all of the necessary information as outlined on the Electrical Service Request Form, and provide any inspections that are required for the project. Our goal is to provide you with quality service and construction in the most timely and safest manner possible.