

Planned Outage Request Form



Customer Name: _____

Location / Address: _____

Customer Phone Number (to contact for property access): _____

Meter number / Transformer Number: _____

Requested date of shutdown

(must be **no less than two weeks** from day DLC receives completed request form)

Rain Date (if needed)

Time Disconnect

(cannot be 7 a.m., 3 p.m., 11 p.m.; request at least an hour earlier or later from those times)

Time Reconnect

(cannot be 7 a.m., 3 p.m., 11 p.m.; request at least an hour earlier or later from those times)

Purpose of work:

Electrician Name: _____ Electrician Phone Number: _____

Is wiring approval required? Yes ☐ No ☐

Note: Wiring approval is needed any time re-wiring, upgrades or changes are made. If wiring approval is needed and if W/A will be submitted after hours, you must call 412-393-7000 for the electrical inspector.

Billing Information / Accounts Payable

Name: _____ Email: _____

Address: _____

Note: Customer requested outage fee is \$150 and additional fees may apply.