


KISSIMMEE UTILITY AUTHORITY
Engineering and Operations Department

	GUIDELINES & PROCEDURES	Date: 8/20/2015
New Construction Checklist Overview		

General: In order to better address your specific project, KUA minimum requirements to further evaluate the prospective project at hand is as follows:

Single Family Residence: If your project is a single family residence on an already platted lot, the following items will need to be provided or be addressed.

- A. A copy of platted lot survey showing survey boundaries and applicable utility easements.
- B. If the electric service main is greater than 200 amps, a load sheet form will need to be filled out.
- C. Provide information on the square footage of the proposed dwelling.
- D. Utility easements are required for any facilities that KUA has to put on a piece of property. This recorded utility easement must be signed and returned to KUA before the electric meter will be installed. Refer to the document labeled utility easement instructions.
- E. Underground conduit is required for most applications arising to metered services. The owner shall install all conduits as per KUA's specifications. Before closing the excavation, call KUA for an inspection (407-933-7777, extension 6604). Refer also to KUA's underground installation requirements and other applicable documents for additional construction requirements.
- F. Where KUA has to install pad-mount transformers and/or secondary junction boxes, a final grade sheet form will need to be signed and returned before any electric infrastructure is energized.
- G. No electric meter will be allowed behind any single family dwelling. All service locations must be on the side of each dwelling and be per KUA's underground installation requirements and other applicable documents.
- H. Prior to actual need for Temporary or Permanent Power, the person responsible for paying the utility bill must make application for service, including a utility deposit, through the KUA Customer Service Department. A minimum of three (3) working days is required between the time service application is made and when the service is actually made "hot".

Upon recipient of information regarding your project is received, it could take up to three weeks to provide a project estimate. The project drawing for single family resident projects will not be released for construction scheduling until all payments to the applicable line extension contract has been made and the related utility easements have been addressed.

Subdivision Construction: If your project is a subdivision or a multi-unit dwelling, the following items will either need to be provided or addressed.

- A. AutoCAD drawing file (.DWG) of geometric site plan only via disk. Must include all necessary referenced files (xref). A pdf file and paper copy of the geometric site plan must also be submitted. Any version of AutoCAD from 2000 to 2015 are acceptable versions.

- B. Preliminary plat in a final plat format for subdivisions including road names & border (preliminary plat must match drawing supplied in digital form). AutoCAD drawing file, a pdf file, and paper copy of this plat will need to be submitted.
- C. A commercial load sheet must be supplied for all commercial facilities such as club houses, gazebos, lift stations, etc. A paper copy of the electrical riser diagram of such facilities will also need to be submitted.
- D. Information on the square footage of proposed single family and/or multi-family dwelling types and the electric service main of each dwelling type will also need to be submitted.
- E. A paper copy of the water and sewer plans, landscaping, subdivision wall structures, and other associated utility plans will need to be submitted.
- F. Plats/plans are required to design the construction of the electric lines, transformers, etc., specific to your project. The provided plat/plan must show utility easements as requested by KUA. The customer will be required to provide KUA with a final recorded plat including required utility easements prior to any meters being set. (Exception: Model homes in a city subdivision). All other descriptive easements must be submitted to KUA for recording before KUA facilities are installed. All electric infrastructure conduit underneath private roads will require a descriptive 10 ft. utility easement.
- G. **Underground conduit is required.** The developer shall install all conduits as per KUA's specifications. Before closing the excavation, the developer will request inspection by KUA, whose representative shall be the sole judge of the adequacy of the installation. The conduit inspector can be reached at (407) 933-7777, extension 6604. Refer to KUA's underground installation standard and meter requirement documents for additional construction requirements.
- H. All street light that may need to be installed in the proposed subdivision may require either a street lighting contract per the COK land development code or KUA's lighting service agreement. If a photometric lighting layout is needed, it is the responsibility of the developer to have such document produced and then KUA will lay out the proposed lighting accordingly.
- I. **Developer Responsibility Form** and **Final Grade Sheet** form are required to be signed and returned before any electric infrastructure facilities are energized.
- J. A preliminary construction schedule regarding the energizing of specific sections of the phase will need to be provided.
- K. No electric meter services will be allowed behind any single family or multi-family dwellings. All service locations must be on the side of each dwelling and be per KUA's underground installation standards requirements as stated in said document.
- L. Submittal of the corporate name, address, and contact information in which the line extension contract and other related documents are to be made out to will also need to be submitted.
- M. Prior to actual need for Temporary or Permanent Power, the person responsible for paying the utility bills must make application for **Residential or Commercial Service**, including a utility deposit, through the KUA Customer Service Department. A **minimum of 3 working days** is required between the time service application is made and service is actually made "hot". Before the contractor can request TUGs, 911 addressing must be submitted.

Upon recipient of information regarding your project is received, it could take up to eight (8) weeks to

provide a project estimate. The project drawing for subdivision projects will not be released for construction scheduling until all payments to the applicable line extension contract has been made and the related utility easements have been addressed.

Commercial Construction: If your project is a commercial parcel, the following items will either need to be provided or addressed.

- A. AutoCAD drawing file (.DWG) of geometric site plan only via disk. Must include all necessary referenced files (xref). A pdf file and paper copy of the geometric site plan must also be submitted. Any version of AutoCAD from 2000 to 2015 are acceptable versions.
- B. Preliminary plat in a final pat format for subdivisions including road names (preliminary plat must match drawing supplied in digital form). AutoCAD drawing file, a pdf file, and paper copy of this plat will need to be submitted.
- C. Construction plans for multi-family or commercial buildings with detailed geometric site plan including road names (must match drawing supplied). Hard copy or pdf files.
- D. Commercial electrical riser diagram. Hard copy only.
- E. Commercial Load Information Sheets: Required for proper transformer sizing.
- F. Water and sewer plans or other associated utility plans. Hard copy only.
- G. Plats/plans are required to design the construction of the electric lines, transformers, etc., specific to your project. The provided plat/plan must show utility easements as requested by KUA. The customer will be required to provide KUA with a final recorded plat including required utility easements prior to any meters being set. (Exception: Model homes in a city subdivision.) All other easements must be submitted to KUA for recording before KUA facilities are installed.
- H. **Underground conduit is required.** The developer shall install all conduits as per KUA's specifications. Before closing the excavation, the developer will request inspection by KUA, whose representative shall be the sole judge of the adequacy of the installation. The conduit inspector can be reached at (407) 933-7777, extension 6604. Refer to KUA's underground installation standard and meter requirement documents for additional construction requirements.
- I. All area lighting to be leased by KUA will need to be addressed at the beginning of the project. Once a particular style is chosen a lighting service agreement will need to be signed by the property owner. If a photometric lighting layout is needed, it is the responsibility of the developer to have such document produced and then KUA will lay out the proposed lighting accordingly.
- J. **Developer Responsibility Form** and **Final Grade Sheet** form are required to be signed and returned before any electric infrastructure facilities are energized.
- K. A preliminary construction schedule regarding the energizing of specific sections of the phase will need to be provided.
- L. Prior to actual need for Temporary or Permanent Power, the person responsible for paying the utility bills must make application for **Commercial Service**, including a utility deposit, through the KUA Customer Service Department. A **minimum of 3 working days** is required between the time service application in

made and service is actually made “hot”. Before the contractor can request TUGs, 911 addressing must be submitted.

- M. Service cannot be activated until the meter socket has a permanently engraved or embossed label attached to it with screws or rivets only, and a final electrical inspection has been completed by the City or County Inspector and called in to the KUA Engineering & Operations Line Operations Division.
- N. All commercial services rated 50 through 200 amps inclusive shall incorporate a lever type bypass device, except when using K-base sockets. Services for irrigation, ticket booths, and small illuminated signs do not require a bypass.
- O. For 480 or 480/277 Volt services, a non-fused disconnect is required to be installed before the meter.
- P. All service trough entrances must be securable and accessible to KUA personnel and must be UL listed.

Upon recipient of information regarding your project is received, it could take up to six (6) to twelve (12) weeks to provide a project estimate depending on the size of such development. The project drawing for projects will not be released for construction scheduling until all payments to the applicable line extension contract has been made and the related utility easements have been addressed.