



**Dear Construction Customer:**

Enclosed you will find your DP&L Electric Construction Packet. This packet provides you with the information needed to obtain your new electric service or electric service change (i.e. service upgrade, relocation of electric lines, etc.).

**Inside this Construction packet you will find:**

- Temporary Electric Construction Guidelines
- Commercial Pre-Construction Guidelines
- Temporary Service Application
- Permanent Service Application
- Authorization to Install Underground and/or Overhead Facilities
- Information and Application for New Construction Energy Efficiency Rebates

**Please note that the following documents must be completed, signed and returned to DP&L in their entirety before the processing of your request can begin:**

- ✓ **Service Applications** (separate applications for permanent and temporary requests)
- ✓ **Final Site Plans and Electrical Prints** (for all requests except service upgrades)
- ✓ **Authorization to Install Electrical Facilities** (when excavation is within 6" of final grade)
- ✓ **Three phase service requests; submit full set of construction drawings**

**Please return information to:**

**North Control Center**  
 Dayton Power & Light  
 Construction Control Center  
 2385 Campbell Road  
 Sidney, OH 45365  
 Toll free: 800-357-5215  
 Phone: 937-331-3670  
 Fax: 937-331-3680

**South Control Center**  
 Dayton Power & Light  
 Construction Control Center  
 1900 Dryden Rd.  
 Dayton, OH 45439  
 Toll free: 800-424-5578  
 Phone: 937-331-4860  
 Fax: 937-331-4272

**East Control Center**  
 Dayton Power & Light  
 Construction Control Center  
 1578 Hoop Road  
 Xenia, OH 45385  
 Toll free: 800-424-5578  
 Phone: 937-331-4860  
 Fax: 937-331-3545

**Or you may email the information to: [constructioncontrol@dplinc.com](mailto:constructioncontrol@dplinc.com)**

- If your project is in Auglaize, Champaign, Darke, Delaware, Logan, Mercer, Shelby or Union counties, please mail or fax your information to our **North Control Center**.
- If your project is in the following counties: Brown, Clark, Clinton, Greene, Fayette, Highland, Madison, Pickaway or Ross, please mail or fax you information to our **East Control Center**.
- Requests in any other county not listed above should be faxed or mailed to our **South Control Center**.

We will begin processing your request after receiving the documents listed above. **Please understand if your project involves the construction of a new facility or the relocation of an existing service, a final site plan *is required* before engineering can be scheduled.** We will contact you regarding your project construction date and construction charges if applicable.

If you have any questions or concerns regarding your new electric service or service change, please contact us at the appropriate Control Center listed above.



## TEMPORARY ELECTRIC CONSTRUCTION GUIDELINES

Customer must complete a **Temporary Service Application** and **provide a site plan** identifying the proposed temporary service location.

- Dayton Power and Light will locate and stake the temporary service location after receiving the application, site plan and after surveying the construction site.
- Customer will provide and install the meter socket and post.
- Local and/or State inspections are required prior to setting the meter (please confirm inspection requirements with the inspecting authorities). In the absence of an inspecting authority, an inspection release letter available at our Construction Control Centers needs to be signed by a certified electrician.
- If the electric facilities are already available, DP&L will *attempt* to energize the temporary service within 7–10 working days after being notified of the inspection release.
- For situations where DP&L facilities are not available, the customer's request for *temporary service* will be scheduled for construction behind those with *permanent service* requests. Customers asking for permanent service take precedence over customers needing temporary service. **DP&L does not guarantee the availability of temporary service.**

**If there are charges associated with your temporary service request, you will be notified by our Pricing and Invoicing Department**

**Payment must be received before Dayton Power and Light will schedule construction**



## Commercial Pre-Construction Guidelines

**Important:** All electrical work needs to follow the DP&L Electric Service Standards Handbook\*

### Customer Responsibility:

- Obtain and complete DP&L's Electric Construction Packet and return to DP&L.
- Obtain and complete the application for permanent and/ or temporary service, including the construction site street address.
- Payment of construction fees if applicable.
  - Your construction project *will not be scheduled* until Dayton Power & Light has received payment in full for all applicable construction and estimate charges.
- Property lines must be marked; post sign with lot number and/or address.
- Customer owned underground facilities must be marked. DP&L will not be liable for damaged customer facilities that are unmarked.
- Easements and/or right-of-way for utilities signed by property owner (*when applicable*).
  - DP&L will assist, providing the property tax map and deed are provided as requested.
- Obtain the appropriate electric service installation requirements from DP&L. DP&L's Electric Service Handbook installation diagrams and standards will outline fundamental service delivery requirements.
- Cement pad poured for installation of pad mount transformer per DP&L specifications (*when applicable*).
  - Cement pad specifications are available upon request.
- Transformer ground rod(s) installed.
- Underground service conductor installed and owned by customer.
  - All underground service connections are to be made by customer into metering equipment.
  - Please call the Ohio Utilities Protection Service (OUPS) to locate underground facilities before digging at 1-800-362-2764.
- Trench back-filled. Any foreign material, rocks, or sharp objects must be removed before back-filled. Restoration of landscape is customer responsibility.
- Conduit for primary and secondary required under any road, driveway or walkway.
  - Conduits to be identified by marking their location above the ground. Conduit is specified as PVC schedule 40.
  - All conduits supplied must be laced with a pull rope.
- C/T's installed by customer
- Splice box provided and installed by customer per N.E.C and DP&L specifications.
- DP&L approved meter socket installed by customer per DP&L Electric Service Handbook specifications.
- Self-contained meter socket installed must have a bypass handle for each metered position. This includes multimeter centers.
- Clearance provided for unobstructed access for DP&L to install facilities, including tree trimming and tree clearing if necessary.
- Have grading within 6" of final grade with unobstructed access for DP&L to install facilities.
- Sign and return to DP&L the "Authorization to Install Underground Facilities."
- Inspection released to Dayton Power and Light from Inspecting Authority.
  - In the absence of an inspecting authority, an inspection release letter available at our Construction Control Centers needs to be signed by a certified electrician.

### Dayton Power and Light Responsibility:

- Dayton Power & Light makes connections in transformer. Conductor size and number of connections must be provided in advance to insure lugs are available.
- C/T's furnished by Dayton Power & Light when required.
- DP&L furnishes transformer ground rods.
- Trees trimmed or cleared on all property not owned by customer.
- Obtain private right-of-way on all property not owned by customer.
- Obtain state right-of-way only when private right of way is not available.

\*The DP&L Electric Service Standards Handbook can be found at [www.DPandL.com](http://www.DPandL.com)



Temporary Electric Service Application

North Construction Control Center 2385 Campbell Road Sidney, OH 45365 Toll Free # 1-800-357-5215 Local # 937-331-3670 Fax # 937-331-3680	South Construction Control Center 1900 Dryden Road Dayton, OH 45439 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-4272	East Region Control Center 1578 Hoop Road Xenia, OH 45385 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-3545
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PLEASE NOTE: To avoid unnecessary delays, a FINAL SITE PLAN showing the proposed temporary service location MUST be included along with this form.

The following information must be provided to establish a billing account for new temporary service. The party listed below will be responsible for paying for the electricity used once the temporary meter is installed. You will be notified should a security deposit be required prior to obtaining service.

<b>Desired Date for Temporary Service:</b>			
<b>NEW SERVICE/ CONSTRUCTION ADDRESS:</b>		<b>City</b>	<b>County</b>
<b>Lot# (if applicable)</b>	<b>Township</b>	<b>Zip Code</b>	<b>New Service Address Phone#</b>
<b>Company/ Customer Name</b>		<b>Incorporated, Partnership or Sole Proprietor</b>	
<b>Officer Name/ Title</b>		<b>Federal Tax ID# or Social Security#</b>	
<b>Construction Invoice Address if different from mailing address (Include street address, city, state, &amp; zip code)</b>			
<b>Monthly Billing Address if different from mailing address (Include street address, city, state, &amp; zip code)</b>			
<b>Previous DP&amp;L Service Address if applicable (Include street address, city, state, &amp; zip code)</b>			
<b>Primary Contact Person:</b>			
<b>Daytime Phone#</b>		<b>Cell Phone#</b>	
<b>Electrician:</b>			
<b>Daytime Phone#</b>		<b>Cell Phone#</b>	
<input type="checkbox"/> <b>Single Phase Temporary Service</b> <b>Service Size: _____ amps</b> <b>Voltage: ___ 120/240</b>		<input type="checkbox"/> <b>Three Phase Permanent Service</b> <b>Service Size: _____ amps</b> <b>Voltage: ___ 120/240 ___ 120/208 ___ 277/480</b>	
<b>Other (Pease Specify):</b>		<b>Other (Please Specify):</b>	
<b>Please describe your project:</b>			
<b>Signature of Customer Requesting Service:</b>		<b>Date:</b>	<b>For DP&amp;L Use Only</b>
_____		_____	
<b>Information Completed By (please print):</b> _____			<b>SO#</b> _____



Permanent Electric Service Application

North Construction Control Center 2385 Campbell Road Sidney, OH 45365 Toll Free # 1-800-357-5215 Local # 937-331-3670 Fax # 937-331-3680	South Construction Control Center 1900 Dryden Road Dayton, OH 45439 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-4272	East Region Control Center 1578 Hoop Road Xenia, OH 45385 Toll Free # 1-800- 424-5578 Local # 937-331- 4860 Fax # 937-331-3545
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PLEASE NOTE: When constructing a new facility or relocating an existing service, to avoid unnecessary delays, a FINAL SITE PLAN must be included along with this form.

<b>NEW SERVICE/ CONSTRUCTION ADDRESS:</b>		<b>City</b>	<b>County</b>
<b>Lot# (if applicable)</b>	<b>Township</b>	<b>Zip Code</b>	<b>New Service Address Phone#</b>
<b>Company/ Customer Name</b>		<b>Incorporated, Partnership or Sole Proprietor</b>	
<b>Officer Name/ Title</b>		<b>Federal Tax ID# or Social Security#</b>	
Construction Invoice Address if different from mailing address (Include street address, city, state, & zip code)			
Monthly Billing Address if different from mailing address (Include street address, city, state, & zip code)			
Previous DP&L Service Address if applicable (Include street address, city, state, & zip code)			
<b>Primary Contact Person:</b>			
<b>Daytime Phone#</b>		<b>Cell Phone#</b>	
<b>Electrician:</b>			
<b>Daytime Phone#</b>		<b>Cell Phone#</b>	
<b>PROJECT DESCRIPTION:</b> (Please include your knowledge about the topography and field conditions i.e. trees clearance, roadway crossings, rocky soil conditions, etc.):			
Other requirements to complete your request: Stake structure location and verify property markers.			
To complete your Permanent Electric Service Request, please proceed to the next page			<b>For DP&amp;L Use Only</b>
			SO# _____



Permanent Electric Service Application

Construction Address: _____			
Desired Date for Permanent Service: _____			
<b>IMPORTANT: Please contact your engineer or electrician if you need assistance completing this form.</b>			
<b>Classification of Service Requested</b> <i>(please select all that apply)</i>	_____ Non-Residential	<b>Single Unit</b> <input type="checkbox"/>	
			<b>Multiple Tenant</b> <input type="checkbox"/>
			<b>Other (ex. barn, garage, lighting):</b> _____
	_____ Industrial		<b>1,2 or 3 shifts:</b> _____ <b>5,6 or 7 day operation:</b> _____ <b>Other:</b> _____
<b>Type of Service Requested (please select all that apply)</b>			
<input type="checkbox"/> <b>New Construction</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Underground</b></span> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Overhead</b></span>			
<input type="checkbox"/> <b>Service Upgrade/ Change: From _____ Amps @ _____ Volts TO _____ Amps @ _____ Volts</b>			
<input type="checkbox"/> <b>Service Conversion: (Describe)</b> _____			
<input type="checkbox"/> <b>Service Relocation: (Describe)</b> _____			
<b>Facility Size:</b> _____ Sq. Ft.		<b>Transformer Ownership:</b> _____ Customer OR _____ DP&L	
<b>(Required) Size and number of service conductors to be installed at the pedestal/ transformer:</b> _____, _____, _____ <i>(conductor/ wire size) (# per phase) (type of conductor)</i>			
<b>Single Phase Permanent Service</b>	<b>Service Size:</b> _____ amps		<b>Three Phase Permanent Service</b>
	<b>Voltage:</b> _____ 120/240		
	<b>Other (Please specify):</b> _____		
	<b>Service Size:</b> _____ amps		
	<b>Voltage:</b> _____ 120/240 _____ 120/208		
	<b>_____ 277/480</b>		
	<b>Other (Please specify):</b> _____		
<b>Please list connected loads in kilowatts (kW) only; Do not list amps, watts or horsepower.</b>		<b>Existing Loads</b> <small>Required if upgrading service</small>	<b>New Loads</b> <small>List New Load only. Do not total with existing load.</small>
	<b>Lighting</b>	kW	kW
	<b>Air Conditioning</b>	kW	kW
	<b>Heating</b>	kW	kW
	<b>Motors</b>	kW	kW
	<b>Other</b>	kW	kW
<b>Total:</b>	kW	kW	
<b>Specific Motor Information</b>	<b>The largest motor is _____ horsepower. This is a _____ soft start or _____ "across the line" start.</b>		
	<b>This motor is _____ single phase or _____ three phase. Number of motor starts per hour _____.</b>		
	<b>What is the operating voltage? _____ Describe motor use: _____.</b>		
<p>If the information supplied to DP&amp;L on this form is incorrect, the party signing below is responsible for all re-engineering costs and additional construction costs that may result from engineering charges. You are responsible for informing DP&amp;L of changes to this Electric Service Application. Your signature below confirms your understanding of these responsibilities. This request for service will not be processed without the signature of the responsible party.</p>			
<b>Signature of customer requesting service:</b> _____		<b>Date:</b> _____	
<b>Information completed by (please print):</b> _____			

**REMINDER: HAVE YOU INCLUDED THE SITE PLAN? HAVE YOU SIGNED THE FORM?**



**Authorization to Install Underground and/or Overhead Electric Facilities**

**PLEASE READ CAREFULLY**

***Do not submit this authorization form until the excavation grading is within six inches of final grade and there is unobstructed access for DP&L to install facilities.***

This letter authorizes the Dayton Power & Light Company (DP&L) to proceed with the installation of the underground utilities located at:

\_\_\_\_\_  
(Please fill in the complete address)

This confirms that:

1. Excavation to within six inches of final grade has been established over the underground or overhead electric construction routing.
2. All staking and street crossing ducts requested on DP&L project prints have been installed.
3. There is unobstructed access for DP&L to install facilities.

In advance of DP&L construction, please make sure you agree with our equipment locations. You will be responsible for any additional expenses incurred by DP&L as the result of grade changes, improperly identified property lines, street crossing ducts not installed, or facility relocation.

I, \_\_\_\_\_, \_\_\_\_\_ have read and understand this authorization.  
(Name) (Title)

**X** **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR DP&L USE ONLY**  
SO #: \_\_\_\_\_



INTRODUCING  
DP&L's  
**New  
Construction  
Incentive  
Program**  
that gives you  
cash back  
on new energy  
efficient  
buildings

**Go Green and Reduce Operating  
Costs on Your Next New  
Construction Project**

DP&L's New Construction Incentive Program encourages building owners to surpass standard building codes. The rebates promote energy efficient design strategies by incenting reductions in the amount of energy that a completed new construction project or major addition would use.

**Two Ways to Save**

To help our customers save energy and money, DP&L is offering two ways to participate in the New Construction Incentive Program: lighting power density reduction and whole building system energy improvement rebates. Customers can take advantage of either method of saving, but not both.

**Eligibility**

To be eligible for a rebate, the customer's building permit must be dated on or after January 1, 2010. Application for rebate must be made while the project is in the design phase and the project should be scheduled to be substantially complete within 24 months of acceptance by DP&L. Rebates will be paid only after Certificate of Use and Occupancy is obtained.

**Apply Online**

Our New Construction rebate application and additional details on the New Construction program can be found at [www.dpandl.com/bizrebates](http://www.dpandl.com/bizrebates).

**More Information**

For more information and an up-to-date list of eligible products and rebate amounts, visit [dpandl.com/bizrebates](http://dpandl.com/bizrebates) or contact us at [EnergyEfficiency@dplinc.com](mailto:EnergyEfficiency@dplinc.com).

Eligible programs and rebate values are subject to change and apply only to new construction. All DP&L energy programs are subject to Public Utilities Commission of Ohio rules and regulations.

2010

[dpandl.com/bizrebates](http://dpandl.com/bizrebates)

## Lighting Power Density (LPD) Reduction for Interior Lighting

The LPD reduction incentive (Table 1) encourages the inclusion or installation of lighting designs and equipment that provide quality lighting at lower installed wattage. The incentive for reducing lighting power density is calculated on a per square foot basis for LPD performance.

### Example:

A fast food restaurant, measuring 40 feet by 80 feet, has two defined areas: dining and food preparation.

**Dining Area:** 40 ft x 60 ft = 2,400 sf

$$\text{Incentive} = (2.1_{\text{baseline}} - 1.5_{\text{actual}}) \times 2,400 \text{ sf} \times \$0.30/\text{sf}$$

**Incentive = \$432.00**

**Food Prep:** 40 ft x 20 ft = 800 sf

$$\text{Incentive} = (1.2_{\text{baseline}} - 1.0_{\text{actual}}) \times 800 \text{ sf} \times \$0.30/\text{sf}$$

**Incentive = \$48.00**

**Total DP&L Incentive = \$480.00**

**Table 1**

Lighting Power Density Reduction	Incentive rate (\$/SF)
For each watt/SF below LPD requirements	\$0.30

**Incentive = (LPDbaseline - LPDactual) x area x \$0.30**

### Additional Criteria

1. Lighting power densities must be calculated using the "Space-by-Space" Method in ANSI/ASHRAE/IESNA Standard 90.1-2007, Table 9.6.1. This table is available at [www.dpandl.com/bizrebates](http://www.dpandl.com/bizrebates).
2. Lighting power densities must be based on designs that meet applicable codes and standards and follow industry guidelines for acceptable quantity and quality of light for the space type and tasks.
3. Every new building space must be accounted for in LPD calculations. Documentation must accompany the application.

## Whole Building Energy Performance Baseline Improvements

The whole building baseline improvement incentive rewards those customers who design their buildings to be more efficient than a baseline building constructed to ANSI/ASHRAE/IESNA Standard 90.1-2007.

Incentives are calculated using the incentive rate guidelines (Table 2). To receive a measure incentive, a project must achieve an annual electric energy (kWh) and demand (KW) savings of 5% or better than the baseline.

**Table 2**

Incentive Rate Guidelines		
First Year Annual Electric Reduction	Energy Incentive Rate	Demand Incentive Rate
5-10% over baseline	\$0.05/kWh	\$50/KW
> 10% over baseline	\$0.08/kWh	\$75/KW
> 20% over baseline	\$0.10/kWh	\$100/KW

### Additional Criteria

1. Baselines must reference ANSI/ASHRAE/IESNA Standard 90.1-2007.
2. To be eligible for a whole building incentive, customer must provide documentation of an energy model, in accordance with ANSI/ASHRAE/IESNA Standard 90.1-2007, Appendix G. Documentation must include:
  - An output report from the energy modeling tool with explanation of any error messages that appear;
  - Calculated values for the baseline building performance, the proposed design and the percentage improvement;
  - A list of energy efficient measures included in the proposed design that differ from the baseline, accompanied by product specification sheets for each measure.
3. DP&L's New Construction Program may require justification and documentation of design parameters, including energy model files, and DP&L will make final determination of energy and demand reduction values.
4. Renewable generation cannot be included in energy savings calculations.
5. Submission of project shop drawings will be required for rebate payment.



# DP&L 2010 New Construction Incentive Application

## APPLICANT INFORMATION (REQUIRED)

NAME	TITLE
COMPANY	FEDERAL TAX ID
ADDRESS	CITY, STATE, ZIP
BUSINESS TELEPHONE	BUSINESS FAX
EMAIL ADDRESS	
PRIMARY BUILDING TYPE (MUST BE NON-RESIDENTIAL) <input type="checkbox"/> Office <input type="checkbox"/> School <input type="checkbox"/> Warehouse <input type="checkbox"/> Retail/Service <input type="checkbox"/> Industrial <input type="checkbox"/> Medical/Hospital <input type="checkbox"/> University/College <input type="checkbox"/> Other _____	ELIGIBLE PROJECT TYPES <input type="checkbox"/> New Facility <input type="checkbox"/> New Addition to Existing Facility
PROJECT NAME	DP&L ACC'T # <span style="float: right;"><input type="checkbox"/> DO NOT HAVE ONE YET</span>
PROJECT SITE ADDRESS	
PROJECT CITY, STATE, ZIP	
DESCRIPTION OF PROJECT, PRIMARY SPACE TYPE(S), AND SIZE (SQUARE FEET):	
ESTIMATED CONSTRUCTION START DATE	
ESTIMATED OCCUPANCY DATE	
CURRENT PROJECT PHASE	ESTIMATED PROJECT BUDGET (IF AVAILABLE)
NATURAL GAS UTILITY FOR BUILDING	OTHER EFFICIENCY PROGRAMS CONTACTED
PLEASE CHECK THE TYPE OF NEW CONSTRUCTION INCENTIVE BEING APPLIED FOR: <input type="checkbox"/> Lighting Power Density (LPD) Reduction <i>Check that the following are submitted with application form:</i> <input type="checkbox"/> Documentation showing how LPD was calculated <input type="checkbox"/> Manufacturer, model number and quantities of efficient lighting measures <input type="checkbox"/> Whole Building Energy Performance Baseline Improvement <i>Check that the following are submitted with application form:</i> <input type="checkbox"/> An output report from the energy modeling tool with explanation of any error messages that appear <input type="checkbox"/> Calculated values for the baseline building performance, the proposed design and the percentage improvement <input type="checkbox"/> A list of energy efficient measures included in the proposed design that differ from the baseline, accompanied by product specification sheets for each measure	
AS AN ELIGIBLE CUSTOMER, I VERIFY THE INFORMATION IS CORRECT AND REQUEST CONSIDERATION FOR PARTICIPATION UNDER THIS PROGRAM.	
CUSTOMER SIGNATURE	PRINT NAME
DATE	PHONE NUMBER
<b>Please complete the Project Team contact information on the next page and return the completed form by mail, fax, or email to:</b> <b>DP&amp;L ENERGY EFFICIENCY PROGRAM</b> <b>1900 DRYDEN ROAD</b> <b>DAYTON, OH 45439</b>	
<b>FAX: 937-331-4088</b>	
<b>EMAIL: <a href="mailto:energyefficiency@dplinc.com">energyefficiency@dplinc.com</a></b>	

## CONTACT INFORMATION FOR PROJECT TEAM

OWNER OF BUILDING	
NAME	
COMPANY	
ADDRESS	CITY, STATE, ZIP
BUSINESS TELEPHONE	BUSINESS FAX
EMAIL ADDRESS	

ARCHITECT OR DESIGN TEAM LEADER	
NAME	
COMPANY	
ADDRESS	CITY, STATE, ZIP
BUSINESS TELEPHONE	BUSINESS FAX
EMAIL ADDRESS	

ENGINEER	
NAME	
COMPANY	
ADDRESS	CITY, STATE, ZIP
BUSINESS TELEPHONE	BUSINESS FAX
EMAIL ADDRESS	

CONTRACTOR	
NAME	
COMPANY	
ADDRESS	CITY, STATE, ZIP
BUSINESS TELEPHONE	BUSINESS FAX
EMAIL ADDRESS	