



***Reference Guide for Contractors to  
Obtain Permits and Electric Services***

***(Revised July 2017)***

## Table of Contents

City Offices – Telephone Numbers .....	1
Application for Utilities .....	2
Electrical Permits – Residential & Commercial .....	3
Temporary Electric Service/Meter .....	4
Permanent Electric Service/Meter (Residential).....	5
Permanent Electric Service/Meter (Commercial) .....	6
Existing Service Upgrades/Relocations .....	7
Service Removal/Abandonment .....	8
Ames Area Utilities – Telephone Numbers.....	9
List of Approved Meter Sockets (EM800) .....	10

## City Offices – Telephone Numbers (515 Area Code)

### **ELECTRIC DEPARTMENT**

Electric Meter Division (2208 Edison Street) ..... 239-5510  
*Temporary Electric Meter*  
*Permanent Electric Meter*

Electric Distribution Division (2208 Edison Street) ..... 239-5500  
*Trench Inspection*  
*Service Connection*

Electric Engineering Division (502 Carroll Avenue) ..... 239-5175  
*Electric Service Location & Sizing*

### **FIRE DEPARTMENT**

Inspection Division (515 Clark Avenue)..... 239-5153  
*Electrical Permits and Inspections*

### **PUBLIC WORKS DEPARTMENT**

Engineering & Traffic Divisions (515 Clark Avenue)..... 239-5160  
*Street & Right-of-Way Permits*

### **FINANCE DEPARTMENT**

Utility Customer Service (515 Clark Avenue)..... 239-5120  
*Application for Utility Service*  
*Account Billing and Information*

<b>APPLICATION FOR UTILITIES</b>		<b>Utility Customer Service 515 Clark Avenue, Rm 136 515-239-5120</b>
1	Complete Application for Utility Service (if necessary) and a Meter Request Form	
2	Meter Division Receives Orders to Install Meters	
3	Meter Fees Billed Through Finance/Accounting Division	
4	Monthly Utility Charges Billed Through Finance/Utility Customer Service	

1. A meter request form may be obtained from the Utility Customer Service Division or the Inspection Division at 515 Clark Avenue or by downloading the form from the website [www.amesutilities.com](http://www.amesutilities.com). *(Click on the new construction link.)* A completed form may be returned in person, by mail, or by fax (515-239-5286). If the applicant is not an active customer in the utility billing system, a separate application for utility service may be required. The applicant will be contacted, and a form may be mailed or faxed to the customer. A deposit may be required.
2. Once the application and the meter request form are received by Utility Customer Service, a service order(s) is sent to the Electric and/or Water Meter Division to install the meter(s). When you are ready for the meter(s), you must contact the appropriate division to schedule the meter(s) to be installed. (Electric – 515-239-5510; Water – 515-239-5151)
3. After the meter(s) has been installed, fees will be invoiced and billed through the Accounting Division of the Finance Department.
4. Charges for the utility consumption are billed to the customer's name on the Application for Utility Service by the Utility Customer Service Division of the Finance Department.

**ELECTRICAL PERMIT  
RESIDENTIAL & COMMERCIAL**

**Inspection Division  
515 Clark Avenue  
515-239-5153  
[www.cityofames.org/InspectionsWeb](http://www.cityofames.org/InspectionsWeb)**

1	Apply for Electrical Permit
2	Inspections Required

1. Electrical contractors – Submit permit application for electrical work. **Contractors must possess:**
  - a. A current license, issued by the State of Iowa, for electrical work
  - b. A valid State Division of Labor registration number and provide proof of same prior to permit issuance
  - c. Contractor’s General Liability Insurance in not less than \$500,000 combined single limit and provide proof of same prior to permit issuance
  - d. And must register with the City of Ames Inspection Division prior to permit issuance
2. Inspection of the work is required at various stages of construction. These generally correspond to the beginning, middle, and end of the project.
  - a. Electrical – Service, Rough-in, Final

Electrical contractors are responsible to call and request inspections not less than 24 hours in advance. Additional inspections may be performed throughout the project as deemed necessary by the inspector. See *Ames Municipal Code* Chapter 5 for complete procedures; visit the web at [www.cityofames.org/attorneyweb/pdfs/chap05.pdf](http://www.cityofames.org/attorneyweb/pdfs/chap05.pdf); or contact the Inspection Division at [inspections@city.ames.ia.us](mailto:inspections@city.ames.ia.us).

**TEMPORARY ELECTRIC  
SERVICE/METER**

**Electric Meter Division  
2208 Edison Avenue  
515-239-5510**

1	Obtain Electrical Permit
2	Complete Meter Request Form and Application for Municipal Utility Service (if necessary)
3	Contact Electric Engineering to Determine Source for Temporary Service
4	Temporary Service Inspection
5	Contact Electric Meter Division When Ready for Meter
6	Meter Installation and Service Connection

1. Obtain an electrical permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153). *See Page 3 of this guide for further instructions.*
2. The contractor or property owner must complete a Meter Request Form and an Application for Municipal Utility Service (if necessary). *See Page 2 of this guide for further instructions.*
3. Contact the Electric Engineering Division at (ph. 515-239-5175) to determine the power source for temporary service. The temporary service shall be in front of, or back of, and within two feet of, the power source. Any variation must be approved by the Electric Distribution Division prior to service connection. Select site location to allow for lateral trenching at a later date.
4. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the temporary service installation. The site address must be on the temporary meter stand.
5. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter. If an overhead service drop is required, the Electric Meter Division, upon notification of the readiness of the service, will submit a service order to the Electric Distribution Division for connection. This may require additional time.
6. Crews from the Electric Services Department will install a meter and connect the temporary service.

**PERMANENT ELECTRIC  
SERVICE/METER (RESIDENTIAL)**

**Electric Meter Division  
2208 Edison Avenue  
515-239-5510**

1	Obtain Electrical Permit
2	Complete Meter Request Form and Application for Municipal Utility Service
3	Contact Electric Engineering to Determine Source for Permanent Service
4	Install Meter Socket
5	Conduit Installation and Trench Inspection
6	Service Entrance Inspection
7	Service Conductor Installation
8	Meter Installation and Service Connection

1. & 2. *Refer to Pages 2 & 3 of this guide for further instructions.*
3. Contact the Electric Engineering Division at 515-239-5175 to determine the power source for permanent service. Please provide load requirements and anticipated schedule.
4. The contractor/customer is responsible for installing the socket, service panel, grounds, and service conduit. Refer to the approved list of meter sockets (EM800).
5. Residential homes/duplexes require a service conduit (with a 500-lb minimum pull rope/tape inside) installed 30" minimum cover-depth after final grade from the socket location to the utility source. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
6. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
7. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
8. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.

<b>PERMANENT ELECTRIC SERVICE/METER (COMMERCIAL)</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-5510</b>
1	Obtain Electrical Permit	
2	Complete Meter Request Form and Application for Utility Service	
3	Contact Electric Engineering to Determine Source for Permanent Service	
4	Install Meter Socket(s)	
5	Conduit Installation and Trench Inspection	
6	Service Conductor Installation	
7	Service Entrance Inspection	
8	Meter Installation and Service Connection	

1. & 2. *Refer to Pages 2 & 3 of this guide for further instructions.*
3. Contact the Electric Engineering Division at 515-239-5175 to determine the power source for permanent service. Please provide load requirements and anticipated schedule.
4. The contractor/customer is responsible for installing the service entrance equipment, service panel, grounds, and service conduit. For commercial installations, meter sockets must be marked to identify apartment, suite, etc. and must correspond with the addresses given to Utility Customer Service. Refer to the approved list of meter sockets (EM800).
5. Commercial buildings require service conduit installed at 36" minimum cover-depth after final grade. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
6. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
7. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
8. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.



**EXISTING SERVICE  
UPGRADES/RELOCATIONS**

**Electric Meter Division  
2208 Edison Avenue  
515-239-5510**

1	Obtain Electrical Permit
2	Contact Electric Engineering to Discuss Scope of Project
3	Install Meter Socket
4	Conduit Installation and Trench Inspection
5	Service Entrance Inspection
6	Service Conductor Installation
7	Meter Installation and Service Connection

1. Obtain an electrical permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153). *See Page 3 of this guide for further instructions.*
2. Contact the Electric Engineering Division at 515-239-5175 to discuss the scope of the project and determine if any relocation fees will be charged to the customer. Please provide load requirements and anticipated schedule.
3. The contractor/customer is responsible for installing the socket, service panel, grounds, and service conduit. Refer to the approved list of meter sockets (EM800).
4. Residential homes/duplexes require a service conduit (with a 500-lb minimum pull rope/tape inside) installed 30” minimum cover-depth after final grade from the socket location to the utility source. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
5. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
6. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
7. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.

<b>SERVICE REMOVAL/ABANDONMENT</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-5510</b>
1	Obtain Demolition Permit	
2	Contact Utility Customer Service to Request Service Disconnection	
3	Contact Electric Meter to Remove Meter	
4	Contact Electric Distribution to Remove/Abandon Conductor (If applicable)	

1. Obtain a demolition permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153).
2. Contact the Utility Customer Service Department at 515-239-5120 to request service disconnection. Please provide anticipated schedule for disconnection.
3. Contact the Electric Meter Division at 515-239-5510 to request meter removal.
4. Contact the Electric Distribution Department at 515-239-5501 to schedule the removal and abandonment of overhead or underground conductor. The contractor/customer is responsible for removing all customer-owned cables and equipment.

**Quick Reference  
Other Utility Telephone Numbers**

Iowa One Call ..... 1-800-292-8989  
*Utility Locates – Call 48 Hours Before Digging*

Alliant Energy (Gas) ..... 1-800-255-4268

Mediacom (CATV).....In Ames 233-4646  
Outside Ames 1-800-262-3843

Century Link (Telephone) ..... 1-800-603-6000

- 1-Phase Residential

Description	Milbank	(Talon) Siemens	Durham
125-135 amp, small	U7487-XL-TG-KK	UAT111-XPQG	RS-101, RS-111
200 amp, Duplex (2 meter)	U1252-X-KK	N/A	2R2332
200 amp, Residential	U7040-XL-TG-KK-ALT or U7040-XL-TG-KK	UAT417-XPQG	RS-213

- 1-Phase Commercial

Description	Milbank	(Talon) Siemens	Durham
200 amp, 4-terminal w/ lever bypass	U9801-RXL	40404-025	H4213
400 amp, 4-terminal w/ lever bypass	U1797-0-K3L-K2L or U2448-X	N/A	H4330 or H4336
600 amp, 4-terminal Bolt-in	N/A	9810-9507	N/A

- 3-Phase Commercial

Description	Milbank	(Talon) Siemens	Durham
200 amp, 7-terminal w/ lever bypass	U9701-RXL-ALT or U9701-RXL	40407-025	H7213
400 amp, 7-terminal w/ lever bypass	U2594-X-K7-ALT or U2594-X	48707-02	H7330 or H7336-9
600 amp, 7-terminal Bolt-in	N/A	9817-9803	N/A

- AMES ELECTRIC SERVICES WILL CONTINUE TO SUPPLY CT-RATED SOCKETS AS THEY ARE COLOR CODED SPECIFICALLY FOR AMES ELECTRIC
- FOR INSTALLATIONS REQUIRING METER/DISCONNECT COMBOS, AMES ELECTRIC SERVICES WILL ACCEPT METER COMBOS ON THE APPROVED LIST FOR ALLIANT ENERGY
- CONTACT THE ELECTRIC METER DEPT (515-239-5510) WITH ANY QUESTIONS

<b>CITY OF AMES ELECTRIC SERVICES</b>  REVISED: MEI 6-19-2017 APPROVED: MEI 6-30-2017	<b>APPROVED LIST METER SOCKETS</b>	ELECTRIC METERING
		EM800
		PAGE 1 OF 1