



Natural Gas and Electric Service Design Information Checklist

- Identify and document the location of any gas and electric facilities within and near the job site. Call Diggers Hotline at 1-800-242-8511.
- Plan and design the project to meet all applicable code clearance requirements, governmental codes, and OSHA working clearances.
- Plan and implement proper erosion control. Locate silt fence away from utility easements.
- Frequently notify all contractors and subcontractors of all existing and proposed gas and electric locations within and near the job site.
- Site plan, full size to scale, showing locations of:
 - Where natural gas and electric service enter the building.
 - Regulators and relief valves on the outside of the building.
 - Gas and electric meters close to, but not within, three feet of each other and preferably outside the building.
- Natural gas service sizes:
 - BTU, CFH, PSI
- Electric service sizes:
 - Amperes (200, 400, 600, etc.)
 - Voltage (120/208V, 277/480V, etc.)
 - Single or three phase

While not required for all projects, the following information is important for most multifamily and commercial/industrial projects to enable MGE to design and install the best service for you.

- Preferred transformer location:
 - Within 100 feet (preferably less) of the service entrance location.
 - Within 15 feet of a paved surface for truck access.
 - Meets all applicable building clearance requirements (see Wis. Adm. Code: PSC 114-317 at <http://www.legis.state.wi.us/rsb/code/psc/psc114.pdf>).
- Site survey
- Grading plan
- Storm/water/sanitary sewer plan
- Landscaping plan
- Floor plans
- Building elevations
- Electrical plans including electric riser diagram
- Mechanical plans
- Parking lot lighting plan