



Department of Community Preservation and Development  
Building Safety Division

## Electrical Questionnaire for City Plan Review of Service/Meter/Panel Upgrade

*Please fill out both sides of this questionnaire completely and return to City of Park Ridge.*

### 1. Tell us some General Information:

Property Type (circle one):     Single Family     Multifamily     Commercial

Property Owner Name: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_ Park Ridge, IL 60068

Business Name or Name of Licensed Electrical Contractor:

\_\_\_\_\_

Business Address, City, State, Zipcode:

Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

email of contractor or homeowner: \_\_\_\_\_

### 2. Tell us about the existing Electrical Service:

In figure 1 below, circle one of the existing Service Types that you have:

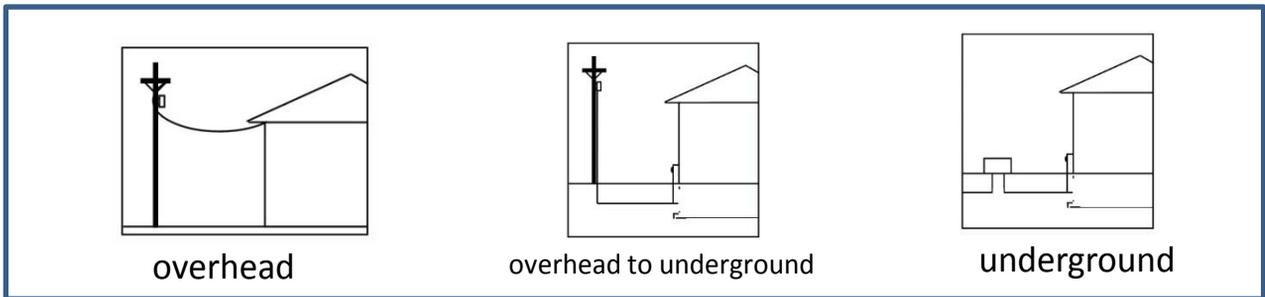


Figure 1

What is the existing voltage?: \_\_\_\_\_ what is existing phase? \_\_\_\_\_

What is the existing service rated at (i.e. 60,100,200amps, etc):? \_\_\_\_\_

Is there an existing electric meter(circle one)?: YES NO

Is the existing electric meter indoors or outdoors (circle one)? Indoors outdoors

**3. Tell us about the NEW service/meter/panel you are requesting:**

Referring back to Figure 1, circle one below of the new Service Types that you are installing :

overhead

overhead to underground

underground

What will the new voltage be?: \_\_\_\_\_ what will the new phase be?: \_\_\_\_\_

What will the new service be rated at (i.e. 60,100,200amps, etc.):? \_\_\_\_\_

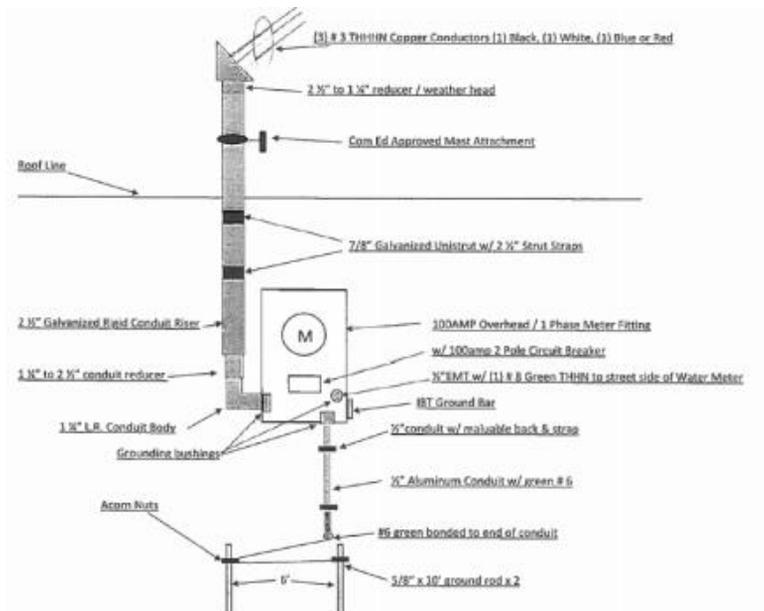
Will the new meter be located in the same location as the old meter (circle one):? YES NO

Will the new panel be located in the same location as the old panel(circle one):? YES NO

**4. Details of your electric design.** Exhibit A below is for you to draw the design and line diagram including size of wires, grounding, distances, etc. Please feel free to use a separate piece of paper if needed. **The drawings at the bottom are examples** of the types of drawings we would like to obtain from you.

Exhibit A

*Property Owner  
and/or Contractor  
not allowed to touch  
Or move ComEd Electrical  
Service Line.*



## 5. Important Information:

- For City of Park Ridge Inspections, please call 847-318-5291.
- Contact COMED before doing any work. 1-866-NEW-ELEC and ask for the New Business Group. Schedule a meeting ONSITE with COMED if you are moving the electric meter to a new location OR you are switching from overhead to underground or underground to overhead service
- You must clarify and confirm with COMED overhead wires, service drop, clearances, etc.
- Contact J.U.L.I.E. prior to any digging at 1-800-892-0123.
- ALL construction shall meet the NEC 2014, City of Park Ridge building codes and ordinances, and 2015 IRC. To purchase code books, contact ICC at [www.intlcode.org](http://www.intlcode.org). City codes visit [www.parkridge.us](http://www.parkridge.us).
- You must obtain both a City of Park Ridge and COMED approval for construction.
- In the City of Park Ridge, **all** temporary or permanent electric service work requires a City Permit and Final inspection from the City Electrical Inspector before approval to COMED is given for service.
- All new meters Socket must be CECHA approved. and have disconnecting means.
- Refer to Comed REDBOOK. You can do a search on the internet for “COMED RED BOOK” and download it for free.



- **ComEd may refuse to connect service if your metering equipment and installation fails to meet all requirements. YOU ARE RESPONSIBLE FOR THE ADEQUACY, CONFORMANCE TO CODES, SAFETY AND RELIABILITY OF THE EQUIPMENT AND FACILITIES OWNED, INSTALLED AND MAINTAINED BY YOU AND YOUR ELECTRICIAN. COMED RESERVES THE RIGHT TO EXAMINE AND TEST ANY EQUIPMENT CONNECTED TO ITS LINES, AND TO REQUIRE THE CUSTOMER TO FURNISH INFORMATION NECESSARY TO DETERMINE THE OPERATING CHARACTERISTICS OF THE EQUIPMENT. EXAMINATION OF YOUR EQUIPMENT BY COM ED SHALL NOT BE ASSUMED AS EVIDENCE OF COMPLIANCE WITH ALL APPLICABLE CODES**