

Customer Site Readiness Photo Instructions

Electric Overhead and Underground Service

Before Consumers Energy can install your service, your site must pass the Company's site readiness check. To prepare for this milestone, you must return a signed and completed **GO-READY Checklist** (attached to your invoice) along with site readiness photos.

Submit the checklist and photos to email address: <mailto:poboxservicerequest@cmsenergy.com> or to your assigned project coordinator. In the subject line, include the site address and the Consumers Energy assigned notification number.

Site readiness photo submission is a regulatory requirement. When submitting, follow the requirements in this document.

Requirements for Site Readiness

For electric metering requirements, refer to the electric metering handbook at www.consumersenergy.com.
Enter "Electric Metering" in the search bar.

New Business Electric Service

- Meter socket inspection and approval are required. Acceptable approval methods are a sticker on the meter socket or an email or verbal approval from your inspector.
- Electrical metering equipment shall not be adjacent to gas pipes or closer than 3 feet to a gas meter and/or fuel source when meter is located indoors.
- If there are multiple meters, the meter sockets must be labeled with the address or unit number using address stickers. For electric services, The owner/contractor are required to label the meter sockets so Consumers knows what the meter is serving.
- Site must be (at a minimum) to rough grade. Meter must be installed 3 feet 6 inches to 5 feet to the center of the meter opening above final grade.
- Permanent services must be installed securely on the residence and temporary power will be removed.
- The customer shall furnish suitable support for CE service drop attachment and in no case will CE be responsible for the damage to any building or structure to which a service drop attachment is made.
- Meter location must maintain 5 feet of horizontal and 3 feet of vertical clearance to decks, fire escapes, or other similar installations for overhead electric service.
- Meter and mast location must maintain 3 feet of clearance to windows in any direction for overhead electric service.
- Meter base is to be securely installed at a Consumers Energy approved location on the customer's premise.
- A 12-foot-wide clear proposed service pathway is required from the meter location to the source for direct-buried underground service. If a 12-foot clearance is not possible due to lot size/constraints, identify the maximum width of the clear path and discuss alternate installation methods with your Project Coordinator.
- Customer supplied pedestals must be installed for mobile homes, basement homes and well houses. Pedestals must conform to CE requirements. Contact your Project Coordinator for Consumers Energy's electric meter pedestal requirements.
- Multi-meter/brackets are not to be mounted on customers' switchboards, cubicles, or metal frames without the Company's approval.
- Meters and customer service equipment for two or more customers occupying apartments or offices in the same building are to be grouped in one location.
- The service equipment must be readily accessible and shall not be located in areas where the only entrance is through a trapdoor, by ladder, or in any location difficult to enter in an emergency, nor in wet, dirty, or cramped areas.
- The customer shall install the metering equipment and pedestal to meet the minimum clearance requirements below unless Consumers Energy requires a greater clearance.
 - 3 feet minimum around the metering pedestal.
 - 5 feet minimum in front of the metering equipment.
- Private utilities must be marked.
- A photo of the connection point is required. Depending on the service type, this may be a pole (top to bottom), padmount transformer, or Consumers Energy pedestal.

Electric Meter/Service Relocate

Follow the requirements for New Business.

- Meter will not be installed in a new location unless the customer's meter socket is visible in submitted photos. Otherwise, if the Project Coordinator releases the work to be completed by our distribution crews, then only the new service line will be installed.
 - The customer will be without a meter and electric supply to their property until the customer's meter socket is installed and the Project Coordinator is notified of the installation.
- If the meter is not being relocated or coordination is for the same day, communication is to be facilitated with the Project Coordinator.
- If the service wire needs to be upgraded, a 12-foot-wide clear proposed service pathway is required from the meter location to the source for direct-buried underground service. If a 12-foot clearance is not possible due to lot size/constraints, identify the maximum width of the clear path and discuss alternate installation methods with your Project Coordinator.

Electric Meter Upgrade

- Meter location to show current meter/meter bracket.
- Photo must be taken at least 5 feet back to show a clear view of the meter location from ground to meter or overhead service to meter depending on the type of service installed at said location.

Electric Meter Set

Follow the requirements for Meter Upgrade.

- The customer must inform Consumers Energy specifically which meter(s) need(s) to be set for the initial request.
- For mobile homes, customer installed meter pedestal must meet CE specifications. Free standing metering pedestals may be used in limited situations per CE specifications. Please consult your Project Coordinator prior to installation.
- Multi-meter/brackets are not to be mounted on customer's switchboards, cubicles, or metal frames without obtaining the Company's approval.
 - All newly constructed private families (i.e., single-family homes) and multifamily (i.e. apartments) shall have separately metered households.
 - Multiple meters, the meter socket must be labeled with the address or unit number.
 - The meter bank area must be clear of debris.

Retire/Renew Electric Service

Follow the requirements for New Business.

- The meter area and service path must be clear of debris to retire the service. Crews must be able to access the service/meter.

Temporary Electric Service

Follow the requirements for New Business.

- Reference the Temporary Electric section of the Electric Service and Metering Information Requirements packet, which is available on www.consumersenergy.com for Temporary Service requirements.

Photo Examples – Electric

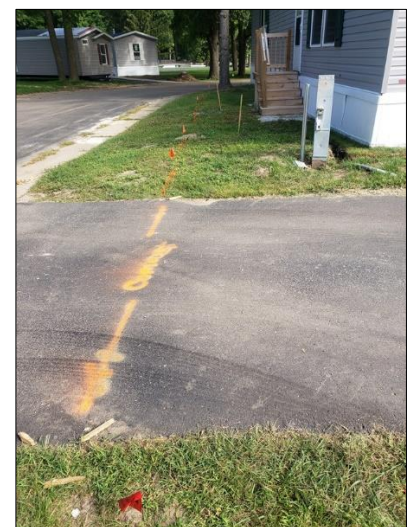
Site readiness photo submission is a regulatory requirement.



Rough grade.



Clear pathway from meter location to the source for direct buried underground.



Private utilities marked or flagged.



Meter installed 3 feet 6 inches to 5 feet above final grade



Multiple meter labelling. Meters must be labelled with address or unit number.



Pole, top to bottom.



Approved overhead service, meter set only.



Approved overhead permanent service and clear path.



Approved overhead temporary service and a clear path.



Meter socket inspection sticker.



Padmount transformer and clear surrounding area.

Photo Instructions – Electric Service

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New Business	Site to rough grade. Grade must be level. No ruts.	12-foot clear pathway from meter location to connection point (pole/padmout transformer/red top stake). Stand at the meter location and face the location of the connection point to take the photo. (See design for location of the connection point.)	All private utilities marked or flagged.	Consumers Energy approved meter socket mounted per metering standards.	Photo of approved inspection sticker.	Photo of entire pole or padmount transformer, if applicable.	Conduit installed to proper depth with pull rope, if applicable.
Relocation	Site to rough grade. Grade must be level. No ruts.	12-foot clear pathway from meter location to connection point (pole/padmout transformer/red top stake). Stand at the meter location and face the location of the connection point to take the photo. (See design for location of the connection point.)	All private utilities marked or flagged.	Consumers Energy approved meter socket mounted per metering standards.	Photo of approved inspection sticker, unless coordination is arranged with Project Coordinator for a same day inspection.	Photo of entire pole or padmount transformer, if applicable.	Conduit installed to proper depth with pull rope, if applicable.
Meter Upgrade	--	--	--	Consumers Energy approved meter socket mounted per metering standards.	Photo of approved inspection sticker, unless coordination is arranged with Project Coordinator for a same day inspection.	--	--
Meter Set	--	--	--	Consumers Energy approved meter socket mounted per metering standards.	Photo of approved inspection sticker.	For Manufactured Home pedestals only: Photo of pedestal. For multi-meter requests: Sockets labeled with addresses or unit numbers.	--
Retirement	--	12-foot clear pathway from meter location to connection point (pole/padmout transformer/red top stake). Stand at the meter location and face the location of the connection point to take the photo. (See design for location of the connection point.)	All private utilities marked or flagged.	--	--	Photo of entire pole or padmount transformer.	Conduit installed to proper depth with pull rope, if applicable.
Temporary	--	12-foot clear pathway from meter location to connection point (pole/padmout transformer/red top stake). Stand at the meter location and face the location of the connection point to take the photo. (See design for location of the connection point.)	Temporary pole or pedestal installed to Consumers Energy standards.	Consumers Energy approved meter socket mounted per metering standards.	Photo of approved inspection sticker.	Photo of entire pole or padmount transformer.	--