

# Meter Review Checklist

This checklist is provided as a reference tool, and it is not intended to be inclusive of all possible electrical requirements. Depending on the occupancy and/or scope of the work plans may require additional drawings and/or information. For specific questions about codes please refer to [Austin Energy Design Criteria](#).

Code Requirements	Code Section
<ul style="list-style-type: none"> <li>▪ Identify the number of conduits</li> <li>▪ Identify the type of conduit</li> <li>▪ Identify the size of conduits to service distribution enclosure (SDE)</li> <li>▪ Identify Tap Enclosure from Point of Service</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.5</b> Distribution Service Enclosure (Tap Box, Junction Box) &amp; Wireway Specification</li> <li>▪ <b>1.5.2.3</b> Overhead Secondary Voltage Service – Commercial</li> <li>▪ <b>1.5.2.4</b> Customer-installed Underground Services and Civil Work</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify the Wire Way Size</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.5</b> Distribution Service Enclosure (Tap Box, Junction Box) &amp; Wireway Specification</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify the size of disconnect enclosures</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.9.0</b> Metering <i>See section 1.18.0 Exhibits and Appendix for examples of AE metering equipment and requirements.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify the Emergency Power Off (EPO) button, if required</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.4</b> Customer’s Main Disconnect</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify the Service Distribution Enclosure (SDE) with dimensions</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.5</b> Distribution Service Enclosure (Tap Box, Junction Box) &amp; Wireway Specification</li> </ul>
<ul style="list-style-type: none"> <li>▪ If there is existing AE infrastructure, identify the Transformer voltage, and location in relation to service</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.4</b> Customer’s Main Disconnect</li> <li>▪ <b>1.9.0</b> Metering <i>See section 1.18.0 Exhibits and Appendix for examples of AE metering equipment and requirements.</i></li> </ul>



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<ul style="list-style-type: none"> <li>▪ If Overhead service, indicate heights of point of attachment</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.5.2.3</b> Overhead Secondary Voltage Service – Commercial</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify the location of the main disconnect (New)               <ul style="list-style-type: none"> <li>▪</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.8.4</b> Customer’s Main Disconnect</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify all metering equipment (to include-meter sockets, CT enclosures, CTs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>1.9.0</b> Metering <i>See section 1.18.0 Exhibits and Appendix for examples of AE metering equipment and requirements.</i></li> </ul>
<ul style="list-style-type: none"> <li>▪ Depict service build in its entirety (for existing services)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attach photos</li> </ul>
<ul style="list-style-type: none"> <li>▪ Illustrate unit numbers on multiple meter services.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Attach the <a href="#">Multiple Units Form</a></li> </ul>
<ul style="list-style-type: none"> <li>▪ Must provide Engineer Stamp or Master Electrician signature with TDLR number</li> </ul>	<ul style="list-style-type: none"> <li>▪ City Ordinance <b>Section 80-19C</b> Issuance of Permits</li> </ul>



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<ul style="list-style-type: none"> <li>▪ Identify orientation of building and all structures to be built</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1.4.2.6 Customer Drawings Specifications</li> </ul>
<ul style="list-style-type: none"> <li>▪ Display on plan all existing and proposed AE Infrastructure (<i>example, if there is an existing transformer or utility pole</i>)               <ul style="list-style-type: none"> <li>▪</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ 1.4.2.6 Customer Drawings Specifications</li> </ul>
<ul style="list-style-type: none"> <li>▪ Include the distance between the service location of transformers to metering equipment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1.4.2.6 Customer Drawings Specifications</li> </ul>
<ul style="list-style-type: none"> <li>▪ Transformer must be w/in line of sight of metering equipment/disconnect</li> <li>▪ Pad mount transformer needs to be clearly visible from the metered services</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1.8.4 Customer’s Main Disconnect</li> </ul>
<ul style="list-style-type: none"> <li>▪ Identify all service equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan Set</li> </ul>
Empty row for future additions	Empty row for future additions

