

## **CITY OF SOUTH HAVEN ELECTRICAL SERVICE PROCEDURES**

Listed below are procedures to ensure a smooth, safe transition of installation of the City of South Haven's electric service.

**Please note that all of the following requirements must be met before service is energized.**

1. Electrical Permit application available [www.michigantownshipservices.org](http://www.michigantownshipservices.org)  
City of South Haven Electrical Application – *forms also available at City Hall*  
South Haven Township Electrical Application – *forms also available at Township Hall*  
(Submit application w/fee to: Michigan Township Services 111 Grand Street Allegan MI 49010)  
A valid issued permit is required to obtain a meter socket.
2. If applicable, underground or overhead footage or system upgrades (if needed) will be determined by the Electrical Engineer and the Electrical Inspector. Expect an invoice for this service.
3. The meter socket (box) is available at the Department of Public Works (DPW),  
1199 8<sup>th</sup> Ave, South Haven, 269-637-0737. You must have a copy of your issued electrical permit.  
There is a short form to complete at the DPW office.

**EFFECTIVE IMMEDIATELY: the City of South Haven Electrical Department will no longer be energizing (providing meters) for any electrical service assembled with a Consumers Energy or Indiana-Michigan Meter Socket. City of South Haven Electric meter socket must be used for all new electric services within the City's distribution system.**

**If a Consumers Energy or Indiana-Michigan meter socket has been installed, the City will not connect the service. When the proper meter socket (issued from DPW) has been installed, contact the City for re-inspection (additional fees may be incurred).**

4. Once the meter socket is installed, an inspection and approval is required from the Electrical Inspector (contact information on the electrical permit). Note: the meter sockets shall be so located that their registers will not be less than 4 ½ ft or more than 6 ft from the floor or grade.
5. Setting up billing account: City Hall, Customer Service/Utility Billing Department
  - a. New customers shall provide the City with a letter of credit from another utility company stating "in good standing"; or pay a security deposit; or sign up for the automatic payment system.
  - b. Existing customers are required to have credit "in good standing" with the City of South Haven for at least twelve (12) consecutive months; or pay a security deposit; or sign up for the automatic payment system.

Customers can expect their first bill in approximately 5-8 weeks after the service has been energized. For questions regarding opening an account, please contact Utility Billing 269-637-0710.

6. Once all requirements have been fulfilled 1) all fees paid 2) the DPW office has your approved electrical inspection, then the necessary work order will be written and your request will be scheduled. Expect 5-7 business days for overhead service and 7-10 business days for underground service. This is subject to the size of the service. Larger service can expect a longer time for completion.
7. Temporary service requires an inspection. You will be invoiced prior to installation at the following fees: Residential or Commercial overhead is \$150.00; Residential or Commercial underground is \$200.00. (this fee does not include inspection fee from the Electrical Inspector)

*This prohibition is being made in accordance with the  
City of South Haven Public Utilities, Rules, Regulations and Policies.*