



***Reference Guide for Contractors to  
Obtain Permits and Electric Services***

***(Revised August 2021)***

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## City Offices – Telephone Numbers (515 Area Code)

### **ELECTRIC DEPARTMENT**

Electric Meter Division (2208 Edison Street) .....	239-5510
<i>Temporary Electric Meter</i>	
<i>Permanent Electric Meter</i>	
Electric Distribution Division (2208 Edison Street) .....	239-5500
<i>Trench Inspection</i>	
<i>Service Connection</i>	
Electric Engineering Division (502 Carroll Avenue) .....	239-5175
<i>Electric Service Location &amp; Sizing</i>	

### **FIRE DEPARTMENT**

Inspection Division (515 Clark Avenue) .....	239-5153
<i>Electrical Permits and Inspections</i>	

### **PUBLIC WORKS DEPARTMENT**

Engineering & Traffic Divisions (515 Clark Avenue).....	239-5160
<i>Street &amp; Right-of-Way Permits</i>	

### **FINANCE DEPARTMENT**

Utility Customer Service (515 Clark Avenue).....	239-5120
<i>Application for Utility Service</i>	
<i>Account Billing and Information</i>	

<b>APPLICATION FOR UTILITIES</b>		<b>Utility Customer Service 515 Clark Avenue, Rm 136 515-239-5120</b>
1	Complete Application for Utility Service (if necessary) and a Meter Request Form	
2	Meter Division Receives Orders to Install Meters	
3	Meter Fees Billed Through Finance/Accounting Division	
4	Monthly Utility Charges Billed Through Finance/Utility Customer Service	

1. A meter request form may be obtained from the Utility Customer Service Division or the Inspection Division at 515 Clark Avenue or by downloading the form from the website [www.amesutilities.com](http://www.amesutilities.com). *(Click on the link on the left side of the page)*. A completed form may be returned in person, by mail, or by fax (515-239-5286). If the applicant is not an active customer in the utility billing system, a separate application for utility service may be required. The applicant will be contacted, and a form may be mailed or faxed to the customer. A deposit may be required.
2. Once the application and the meter request form are received by Utility Customer Service, a service order(s) is sent to the Electric and/or Water Meter Division to install the meter(s). When you are ready for the meter(s), you must contact the appropriate division to schedule the meter(s) to be installed. (Electric – 515-239-5510; Water – 515-239-5151)
3. After the meter(s) has been installed, fees will be invoiced and billed through the Accounting Division of the Finance Department.
4. Charges for the utility consumption are billed to the customer's name on the Application for Utility Service by the Utility Customer Service Division of the Finance Department.

**ELECTRICAL PERMIT  
RESIDENTIAL & COMMERCIAL**

**Inspection Division  
515 Clark Avenue  
515-239-5153  
[www.cityofames.org/InspectionsWeb](http://www.cityofames.org/InspectionsWeb)**

1	Apply for Electrical Permit
2	Inspections Required

1. Electrical contractors – Submit permit application for electrical work. **Contractors must possess:**
  - a. A current license, issued by the State of Iowa, for electrical work
  - b. A valid State Division of Labor registration number and provide proof of same prior to permit issuance
  - c. Contractor’s General Liability Insurance in not less than \$500,000 combined single limit and provide proof of same prior to permit issuance
  - d. And must register with the City of Ames Inspection Division prior to permit issuance
2. Inspection of the work is required at various stages of construction. These generally correspond to the beginning, middle, and end of the project.
  - a. Electrical – Service, Rough-in, Final

Electrical contractors are responsible to call and request inspections not less than 24 hours in advance. Additional inspections may be performed throughout the project as deemed necessary by the inspector. See *Ames Municipal Code* Chapter 5 for complete procedures; visit the web at [www.cityofames.org/attorneyweb/pdfs/chap05.pdf](http://www.cityofames.org/attorneyweb/pdfs/chap05.pdf); or contact the Inspection Division at [inspections@city.ames.ia.us](mailto:inspections@city.ames.ia.us).

<b>TEMPORARY ELECTRIC SERVICE/METER</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-5510</b>
1	Obtain Electrical Permit	
2	Complete Meter Request Form and Application for Municipal Utility Service (if necessary)	
3	Contact Electric Engineering to Determine Source for Temporary Service	
4	Temporary Service Inspection	
5	Contact Electric Meter Division When Ready for Meter	
6	Meter Installation and Service Connection	

1. Obtain an electrical permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153). *See Page 3 of this guide for further instructions.*
2. The contractor or property owner must complete a Meter Request Form and an Application for Municipal Utility Service (if necessary). *See Page 2 of this guide for further instructions.*
3. Contact the Electric Engineering Division at (ph. 515-239-5175) to determine the power source for temporary service. The temporary service shall be in front of, or back of, and within two feet of, the power source. Any variation must be approved by the Electric Distribution Division prior to service connection. Select site location to allow for lateral trenching at a later date.
4. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the temporary service installation. The site address must be on the temporary meter stand.
5. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter. If an overhead service drop is required, the Electric Meter Division, upon notification of the readiness of the service, will submit a service order to the Electric Distribution Division for connection. This may require additional time.
6. Crews from the Electric Services Department will install a meter and connect the temporary service.

**PERMANENT ELECTRIC  
SERVICE/METER (RESIDENTIAL)**

**Electric Meter Division  
2208 Edison Avenue  
515-239-5510**

1	Obtain Electrical Permit
2	Complete Meter Request Form and Application for Municipal Utility Service
3	Contact Electric Engineering to Determine Source for Permanent Service
4	Install Meter Socket w/ Main Disconnect per NEC
5	Conduit Installation and Trench Inspection
6	Service Entrance Inspection
7	Service Conductor Installation
8	Meter Installation and Service Connection

1. & 2. *Refer to Pages 2 & 3 of this guide for further instructions.*
3. Contact the Electric Engineering Division at 515-239-5175 to determine the power source for permanent service. Please provide load requirements and anticipated schedule.
4. The contractor/customer is responsible for installing the socket, service panel, grounds, and service conduit. Refer to the City of Ames approved list of meter sockets.
5. Residential homes/duplexes require a service conduit (with a 500-lb minimum pull rope/tape inside) installed 30" minimum cover-depth after final grade from the socket location to the utility source. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
6. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
7. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
8. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.

<b>PERMANENT ELECTRIC SERVICE/METER (COMMERCIAL)</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-55</b>
1	Obtain Electrical Permit	
2	Complete Meter Request Form and Application for Utility Service	
3	Contact Electric Engineering to Determine Source for Permanent Service	
4	Install Meter Socket(s) per NEC	
5	Conduit Installation and Trench Inspection	
6	Service Conductor Installation	
7	Service Entrance Inspection	
8	Meter Installation and Service Connection	

1. & 2. *Refer to Pages 2 & 3 of this guide for further instructions.*
3. Contact the Electric Engineering Division at 515-239-5175 to determine the power source for permanent service. Please provide load requirements and anticipated schedule.
4. The contractor/customer is responsible for installing the service entrance equipment, service panel, grounds, and service conduit. For commercial installations, meter sockets must be marked to identify apartment, suite, etc. and must correspond with the addresses given to Utility Customer Service. Refer to the City of Ames approved list of meter sockets.
5. Commercial buildings require service conduit installed at 36” minimum cover-depth after final grade. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
6. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
7. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
8. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.



<b>EXISTING SERVICE UPGRADES/RELOCATIONS</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-5510</b>
1	Obtain Electrical Permit	
2	Contact Electric Engineering to Discuss Scope of Project	
3	Install Meter Socket	
4	Conduit Installation and Trench Inspection	
5	Service Entrance Inspection	
6	Service Conductor Installation	
7	Meter Installation and Service Connection	

1. Obtain an electrical permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153). *See Page 3 of this guide for further instructions.*
2. Contact the Electric Engineering Division at 515-239-5175 to discuss the scope of the project and determine if any relocation fees will be charged to the customer. Please provide load requirements and anticipated schedule.
3. The contractor/customer is responsible for installing the socket, service panel, grounds, and service conduit. Refer to the City of Ames approved list of meter sockets.
4. Residential homes/duplexes require a service conduit (with a 500-lb minimum pull rope/tape inside) installed 30" minimum cover-depth after final grade from the socket location to the utility source. Before backfilling the trench, contact the Electric Distribution Division at 515-239-5500 at least 24 hours in advance to schedule a conduit inspection.
5. Contact the Inspections Division at least 24 hours in advance to schedule an inspection of the service entrance installation.
6. Contact the Electric Distribution Division at least 24 hours in advance to schedule the installation of service conductors.
7. Contact the Electric Meter Division at least 24 hours in advance to schedule a crew to connect the service and set the meter.

<b>SERVICE REMOVAL/ABANDONMENT</b>		<b>Electric Meter Division 2208 Edison Avenue 515-239-5510</b>
1	Obtain Demolition Permit	
2	Contact Utility Customer Service to Request Service Disconnection	
3	Contact Electric Meter to Remove Meter	
4	Contact Electric Distribution to Remove/Abandon Conductor (If applicable)	

1. Obtain a demolition permit from the Inspections Division at 515 Clark Avenue (ph. 515-239-5153).
2. Contact the Utility Customer Service Department at 515-239-5120 to request service disconnection. Please provide anticipated schedule for disconnection.
3. Contact the Electric Meter Division at 515-239-5510 to request meter removal.
4. Contact the Electric Distribution Department at 515-239-5500 to schedule the removal and abandonment of overhead or underground conductor. The contractor/customer is responsible for removing all customer-owned cables and equipment.

## Quick Reference Other Utility Telephone Numbers

Iowa One Call .....1-800-292-8989  
*Utility Locates – Call 48 Hours Before Digging*

Alliant Energy (Gas) .....1-800-255-4268

Mediacom (CATV).....In Ames (515) 233-4646  
Outside Ames 1-800-262-3843

Century Link (Telephone).....1-800-603-6000



## Approved Meter Socket List - Issued August 2021

**Note: 2020 National Electric Code requires an external Whole-Service disconnect means, the following Residential Sockets must now be used in combination with a separate Full Service disconnect**

Any socket not on the pre-approved must be ok'd by the City of Ames Electric Meter Dept. before installation  
Please contact Electric Meter @ 515-239-5510

### Residential Meter Sockets (New Services must have an external disconnect, sockets can be used in combination)

120/240v	1PH	4 - Terminal	125-150 Amp		
Milbank		125 Amp	OH/UG	Horn Bypass	U7487-XL-TG-KK
Midwest		125 Amp	OH/UG	Horn Bypass	UFHTRS101BMEP
		150 Amp	OH/UG	Horn Bypass	UTRS502BMEP
Talon		135 Amp	OH/UG	Horn Bypass	UAT111-0PQG
Durnham		125 Amp	OH/UG	Horn Bypass	UHT-RS101B
					UHT-RS111B
120/208v	1PH	5-Terminal	125-150 Amp		
Milbank		125 Amp	OH/UG	Horn Bypass	U7487-RL-TG-KK-5T
Midwest		125 Amp	OH/UG	Horn Bypass	UGHTRS101BMEP
Talon		125 Amp	OH/UG	Horn Bypass	UAT111-0MSP
Durnham		125 Amp	OH/UG	Horn Bypass	UHJT-RS101B
					UHJT-RS111B
120-240v	1PH	4 -Terminal	200 Amp		
Milbank		200 Amp	OH/UG	Horn Bypass	U7040-XL-TG-KK
		200 Amp	OH/UG	Horn Bypass	U7043-XL-TG-KK
Midwest		200 Amp	OH/UG	Horn Bypass	1007665MEP
Talon		200 Amp	OH/UG	Horn Bypass	UAT417-0PQG
Durham		200 Amp	OH/UG	Horn Bypass	UHT-RS213B



120-208v	1PH	5 - Terminal	200 Amp		
Milbank			200 Amp	OH/UG	Horn Bypass U7040-XL-TG-KK-5T U7043-XL-TG-KK-5T
Midwest			200 Amp	OH/UG	Horn Bypass UGHTRS213BMEP

120-208v	1PH	5 - Terminal	200 Amp Continued		
Talon			200 Amp	OH/UG	Horn Bypass UAT417-0PQG w/H659-0120 5th term kit
Durham			200 Amp	OH/UG	Horn Bypass UHJT-RS213B

Residential Meter Socket Combo with Main. The following meet the 2020 NEC rule for an external disconnect

120-240v	1PH	4 - Terminal	200 Amp		
Milbank			200 Amp	OH/UG	Horn Bypass U5168-XTL-200-KK-ALT
Midwest			200 Amp	OH/UG	Horns Bypass R281CB1
Talon			200 Amp	OH/UG	Horn Bypass UAB417-XG
Eaton			200 Amp	OH/UG	Horn Bypass MB200BTSD
Durham			200 Amp	OH/UG	Horn Bypass DRC222W1B

120-208v	1PH	5 - Terminal	200 Amp		
Milbank			200 Amp	OH/UG	Horn Bypass U5168-XTL-200-KK-5T
Talon			200 Amp	OH/UG	Horn Bypass UAB417-200 w/H659-0120 5th term kit

120-240v	1PH	4 or 5 Terminal (use appropriate letter code to include)			400 Amp
Milbank			320 Amp	OH/UG	Lever Bypass U5059-X-2/200-K3L Lever Bypass U5890-X-2/200



**Commercial Meter Sockets**

**120-600v 1PH 200 Amp 4 or 5 Terminal (use appropriate letter code to include 5th terminal)**

Milbank	200 amp	OH/UG	Lever Bypass	U4801-XL-ALT
			Lever Bypass	U3924-XL
Midwest	200 Amp	OH/UG	Lever Bypass	UTH4203BFLMEP
Talon	200 Amp	OH/UG	Lever Bypass	40404-025
Durham	200 Amp	OH/UG	Lever Bypass	UHT-C4213B

**120-600v 3PH 200 Amp 7 Terminal**

Milbank	200 amp	OH/UG	Lever Bypass	U9701-RXL
Midwest	200 amp	OH/UG	Lever Bypass	UFTH7213BMEP
Talon	200 amp	OH/UG	Lever Bypass	40407-025
Durham	200 amp	OH/UG	Lever Bypass	UHT-C7203B

**120-600v 1PH 400 Amp 4 or 5 Terminal (use appropriate letter code to include 5th terminal)**

Milbank	320 Amp	OH/UG	Lever Bypass	U2448-X (-5T9 for 5th term)
Midwest	320 Amp	OH/UG	Lever Bypass	UAFTH4336TSHMEP
Talon	320 Amp	OH/UG	Lever Bypass	47604-82
Durham	320 Amp	OH/UG	Lever Bypass	UHT-H4300T

**120-600v 3PH 400 Amp 7 Terminal**

Milbank	320 Amp	OH/UG	Lever Bypass	U2594-X-K7-ALT
Midwest	320 Amp	OH/UG	Lever Bypass	UFTH7336TMEP
Talon	320 Amp	OH/UG	Lever Bypass	48707-82
Durham	320 Amp	OH/UG	Lever Bypass	UHT-H7330T



120-600v	1PH	600 Amp	4 Terminal		
Milbank					
		480 Amp	UG	Bolt-In	U4664-X-8523
Talon					
		480 Amp	UG	Bolt-In	9810-9507
120-600v	3PH	600 Amp	7 Terminal		
Milbank					
		480 Amp	UG	Bolt-In	U4667-XT-9504
Talon					
		480 Amp	UG	Bolt-In	9817-9803

**CT Rated Meter Sockets - 1PH and 3PH - 601 Amps and greater**

AMES ELECTRIC SERVICES WILL CONTINUE TO SUPPLY CT-RATED SOCKETS AS THEY ARE COLOR CODED SPECIFICALLY FOR AMES ELECTRIC FOR INSTALLATIONS

**Multi-Unit Sockets and Apartment Complex Socket units**

All sockets must have either a Horn Bypass or a Lever Bypass, Style and Manufacturer is left to the Electricians discretion but must meet all City of Ames and NEC specifications.  
 CONTACT THE ELECTRIC METER DEPT (515-239-5510) WITH ANY QUESTIONS