GEUS
Energizing the Community
903.457.2800 www.geus.org

Step-By-Step Guide for Applying for GEUS's Backup Power Source Packet

1. Customer/Contractor submits the following documents to GEUS at 2810 Wesley St., Greenville, TX 75401 or by email to CustomerGen@geus.org .
    a. Signed and completed "Application for Backup Power Source Connected to Premise Wiring".
    b. A detailed, one line, electrical diagram of the generating equipment and interconnection to GEUS including Service equipment, transfer switch and panels serving loads. Include ratings of service equipment, transfer switches and generator breakers as well as conductor sizes between these devices. Please note that conductors are not permitted to pass through the meter base intended for GEUS meters. A map of the facility showing the location of the following: utility meter, service equipment, transfer switch, generator location (or inlet if portable).
    c. Load calculations for loads supported by a generator.
    d. Diagram of proposed identification meeting NEC 225.37 and 230.2 (E)
    e. Proof of NRTL (UL, ETL,...) Listing on transfer switch. This can be a manual, letter, or other document.
    f. Photo of breaker panel at location.
2. Customer/Contractor is responsible for obtaining Electrical Permit from the City of Greenville, Community Development Department, located at 2315 Johnson St, Greenville, TX 75401 or by phone 903-457-3160.
3. GEUS will
    a. Review the application and documents received.
    b. Approve and sign the Application for installation or reject the application.
        i. If GEUS approves the application, the City of Greenville will approve the permit and Customer may begin the installation of the system.
        ii. If GEUS rejects the application, GEUS will provide the Customer with written justification of why the application was rejected.
4. Once the GEUS Application is approved, City of Greenville approves permit and Contractor installs the system.
    a. If Service Equipment is being modified or changed, please contact GEUS dispatch from 8 a.m - 5 p.m. at 903-457-2800 to schedule power disconnect.
    b. Electricians are not authorized to remove meters.
    c. Disconnects and reconnects must be arranged at least 24 hours in advance and scheduled on a business day during normal crew operating hours (7:30-2:30 p.m.).
    d. The system will be inspected by GEUS before service can be reconnected.
    e. It is recommended to schedule disconnect well in advance to ensure personnel are available to disconnect and conduct inspection.
5. Customer/Contractor will notify GEUS when installation is complete to schedule a final inspection.
6. GEUS will conduct an Inspection within two (2) weeks of notice, email CustomerGen@geus.org to schedule.
    a. Contractors Electrician must be on site for inspection and ready to correct any issues identified.
    b. If the system passes the Inspection, GEUS will provide the Customer with signed authorization to interconnect.
    c. If the system does not pass the Inspection, GEUS will require the Customer/Contractor to make any corrections necessary for the system to meet all requirements.
7. Once the Customer receives written authorization from GEUS to interconnect with the utility system, the Customer may commence with parallel operations.

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APPLICATION FOR BACKUP POWER SOURCE CONNECTED TO PREMISE WIRING

Customer Information				
Customer Name				
Service Address		City	State	Zip
Home Phone	Cell Phone		Email Address	

Contractor Information				
Contractor Name		Business Name		
Address		City	State	Zip
Office Phone	Alt. Phone		Email Address	

The following information shall be supplied by the Customer or Customer's designated representative. All applicable items must be accurately completed in order that the Customer's generating facilities may be effectively evaluated by GEUS.

Backup Generator and Transfer Switch Information	
Transfer Switch Model Number:	Manufacturer of transfer switch:
NRTL Providing listing of transfer switch (UL, ETL, …)	
Transfer Type (Auto, Manual, Interlock*):	Backed up loads (Full, Partial)
Will Load Shedding** be used:	Type of load shedding (Auto, Manual)
Generator Model number:	Manufacturer of generator
KW rating of Generator:	KVA Rating of Generator
Fuel Source:	Number of Phases
Voltage Rating:	Ampere Rating:

*Interlock refers to a mechanism installed on **existing** equipment designed to prevent simultaneous connection of both sources.

**Load shedding refers to turning off loads connected to the generator to meet generator capacity. Example: Transfer switch supplies all loads in main panel but disables air conditioner

The follow requirements must be observed:

- All transfer switches must be an open transition (break before make) unless approved by GEUS
- Per GEUS service policy and state law, all installations must meet adopted electrical codes.
- All transfer devices must be protected by service equipment (Main Breaker or fused disconnect).
- No transfer device may be installed in the meter socket intended for GEUS meters
- All installations in city limits must have a permit.
- Authorization from GEUS is valid as long as transfer mechanism functions preventing simultaneous connection between GEUS system and generator. If transfer mechanism is not functional (transfer switch bypassed, Panel cover with interlock removed, …), equipment must be physically disconnected or locked in the OFF position and customer is NOT authorized to operate interconnected generator.

UTILITY INTERCONNECTION AND GENERATOR PROTECTION EQUIPMENT:

The following shall be submitted:

- A detailed, one line, electrical diagram of the generating equipment and interconnection to GEUS including Service equipment, transfer switch and panels serving loads. Include ratings of service equipment, transfer switches and generator breakers as well as conductor sizes between these devices.
- A map of the facility showing the location of the following: utility meter, service equipment, transfer switch, generator location (or inlet if portable).
- Load calculations for loads supported by a generator
- Diagram of proposed identification meeting NEC 225.37 and 230.2 (E)
- Proof of NRTL (UL, ETL,…) Listing on transfer switch. This can be a manual, letter, or other document.
- Photo of existing breaker panel at location.

Customer Certification		
By Signing below: • I will install and operate my generator in a safe manner per GEUS requirements and adopted codes to protect GEUS employees • I will only operate my connected generator when the transfer equipment is working properly and is not disabled (jumpered, cover removed with interlock kit,…)		
Customer Name:	Signature:	Date:
Spouse Name (if appliable):	Signature:	Date:
Address:		

GEUS Internal Use	
Approval to Build	
Granted on: (date) _____	By: (GEUS Engineer)_____
Authorization to Interconnect	
Granted on: (date) _____	By: (GEUS Engineer)_____