



Electric Department
Conduit Installation Guidelines

1. A preconstruction site visit will be required. The Field Engineer and the Electric Superintendent or his appointee for installation inspections will be in attendance. Prior to this meeting, the following will need to be completed.
 - a. All easements must be granted the City prior to any construction.
 - b. The construction area will be at grade.
 - c. All easements, transformer and pedestal locations, will be staked by the developer/contractor prior to installation of underground facilities.
 - d. Curbing, edge of pavement, radius's shall be staked prior to installation.
2. The Electric Department will supply all conduits, elbows, glue and pull string. No items will be used that are not approved by the Electric Department.
3. Contact the Electric Superintendent at 352-728-9819 to schedule the conduit to be issued to the contractor/developer. The developer/contractor will schedule all inspections through the electric superintendent.
4. The Developer/contractor shall be responsible for having active locate tickets for any areas under excavation. The phone number is 811.
5. Inspections will be required on a **daily basis as scheduled**. Conduit **shall not** be covered up until after inspection. If the contractor/developer has covered up any conduit prior to inspection, they may be required to uncover the conduit for the full length not inspected.
6. All conduits shall be installed at a minimum depth of 36", unless specified by the field engineer.
7. All conduits and transformers shall be installed in easements.
8. All conduit stub ups shall be at a 90 degree angle. Conduits not installed straight will have to be straightened prior to acceptance.

9. All conduit stub outs will be installed according to drawings provided by the City of Leesburg Electric Department.
10. All conduits shall have a pull string installed. The pull string shall be secured in a fashion that will not allow the string to fall into the pipe, prior to wire pulling.
11. All transformer locations shall be at grade and tamped. Single phase transformers will require a 5' x 5' tamped area. Three phase transformers will require a 10' x 10' area.
12. The developer/contractor will be responsible for protecting any infrastructure installed until the completion of construction. All electric facilities (including transformers, pedestals, hand hole boxes, and conduit stubs) shall be marked in a way to prevent damage. The developer/contractor will be billed for any damage caused by any contractor or sub on the site.
13. All clearances shall be maintained.
 - a. A twelve inch (18") minimum clearance shall be maintained from all other utilities in a common trench.
 - b. CATV and Phone Company pedestals shall maintain a 36" minimum clearance on all transformer and electric pedestals.
 - c. CATV and Phone company pedestals shall not be installed in the front of any transformer, unless a clearance of 10' is maintained.
 - d. Consult the City of Leesburg's Service Requirements ("Blue Book") booklet for additional clearances.
14. The city reserves the right to **not accept** any conduit installation not installed to the City of Leesburg's Guidelines.
15. The developer/contractor will be required to repair any conduit issues at their costs.
16. The developer/contractor may be charged a remobilization fee if City crews or contract crews have to leave the site prior to their work being completed, if the reasons are caused by the developer/contractor or their crews.