

Electrical Service Change Out or Upgrade

This handout should assist you with the process to change out or upgrade an electrical service in the City of Rock Hill. Most properties in the City are served by City power. There are a few areas that are served by York Coop or Duke Energy.

If you are planning to upgrade an overhead electrical service served by the City, you should contact Roger Robinson with the Utilities Dept. at 803-448-9857. You may be required to convert the service to underground. There may be some additional fees and paperwork needed to convert a service to underground.

Step 1

- Obtain your electrical permit from the Permit Application Center. You will need a City business license and a SC state electrical license. Contact the PAC for more licensing and permit information.

Step 2

- Schedule the power to be disconnected from the building. For City Power, call Utilities Dispatch at 803-329-5500.
- You should also schedule your building inspection for the same day power will be disconnected by calling the Planning & Development Dept. at 803-329-5590 or by using the Online Services website. If calling, please call before 3:00 p.m. the day before you need the inspection. This will allow power to be disconnected and reconnected on the same day for an occupied building. Utilities won't reconnect power until the building inspection is approved so it's important to have everything scheduled for the same day. **All requests should be made 24 hours in advance.** When you schedule the inspection let us know what time you think the service will be ready to inspect.

Step 3

- Pick up a free meter can from the City Utilities warehouse by showing them a copy of your permit. The warehouse is located at the Operations Center at 757 S. Anderson Road in Rock Hill. They will need information about the electrical service like the size, amps, phase and if it's residential or commercial. We can also fax a copy of your permit to the warehouse by request. The warehouse is open 7:00 a.m. to 3:00 p.m.

Step 4

- When your building inspection is approved the inspector will send a release to the Utilities Department. If the building is occupied, Utilities will reconnect service the same day. If the structure is not occupied or vacant, they will reconnect service when a technician is available, which may take up to 5 days.

Please note that you cannot cut the seal on the meter yourself. Cutting the seal may result in a \$300 fine or jail time.

Permits and inspections	803-329-5590
Utilities Dispatch	803-329-5500 ask for Dispatch
Utilities Warehouse	803-329-7077