

Revision History

- Version 1 Spring 2016
 - Original Document Release
- Version 1.1 Summer 2016
 - Corrected issue with spacing at top of overhead temporary drawings
 - Corrected errors in numbered bullets in all drawings
- Version 1.2 Fall 2019
 - Added Section 5.4 of General Information section to address Meter Trough Systems
- Version 1.3 Spring 2020
 - Added Section 10 to address Generator Bypass Switches
- Version 1.4 Summer 2021
 - Added 10"-18" Measurement on Page 15, 16 and 18
- Version 1.5 Winter 2021
 - Removed Santee Cooper meter base exclusion on Page 12, 13, 25, 26 and 27
- Version 1.6 March 2022
 - Updated the Approved Meter Base List on Page 8
- Version 1.7 March 2022
 - Removed the Approved Meter Base List on Page 8 from this Handbook. It is now a separate document due to material shortages and the continuous need for updates.
- Version 1.8 March 2022
 - Added specification for Square D RC200S Meter Socket Connections.
- Version 1.9 January 2023
 - Added notes on NEC requirement for outside disconnects on all residential services.

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SECTION 1 GENERAL INFORMATION

 This booklet is issued by Horry Electric Cooperative, Inc. (HEC) as a guide for obtaining and installing electric service. It contains information on the types of electric service available, conditions for service, the standards for material and construction in regards to the Member's service entrance installation.

The standards herein are supplementary to and are not intended to conflict with any applicable City, County or Community Ordinances, The National Electric Safety Code or the National Electrical Code.

HEC welcomes feedback on any information located in this booklet. Any questions or concerns may be directed to HEC employees at 843-369-2211.

- 1.1 The term "Member" when used herein shall mean any person or company applying for, receiving, using or agreeing to take electric service from HEC.
- 1.2 All code requirements should be the most recent requirements set forth in the National Electric Safety Code (NESC) or the National Electric Code (NEC).

SECTION 2 ELECTRICAL SAFETY AND CODE CLEARANCES

 It is the policy of HEC to operate the Electric Distribution System with the highest degree of care and safety for the public and employees. To ensure the care and safety needed for an Electric Distribution System, the NESC is used for design, construction, maintenance and operation of the Electric Distribution System by HEC.

- 2.1 HEC shall reserve the right to deny and/or terminate service without prior notice when a hazardous condition exists.
- 2.2 Drawings contained in this booklet serve as a guide to commonly used information and are not meant to contain all information or be applicable in all situations. The current edition of NESC and/or NEC should be consulted for further details.

SECTION 3 METERING

- 3. Available service voltage
 - A. Single phase 2 wire 120 V
 - B. Single phase 3 wire 120/240 V
 - C. Single phase 3 wire 120/208 V Network
 - D. Single phase 3 wire 240/480 V
 - a. All installations will require an instrument rated meter
 - E. Three phase 4 wire 120/240 V Delta
 - F. Three phase 4 wire 120/208 V Wye
 - G. Three phase 4 wire 277/480 V Wye
- 3.1 All meters, service drops, and other electrical facilities installed by HEC at its expense upon the Member's premises for the purpose of delivering and measuring the electric energy to the Member shall continue to be the property of HEC.
- 3.2 The Member shall maintain, without cost to HEC, sufficient and proper

facilities for the installation of meters and other apparatus at an easily accessible location on or within the premises to be supplied with service, and in accordance with the rules contained herein.

The following details are to be used in conjunction with the drawings.

- A. Above ground conduit on the supply side of the meter shall be 2" schedule 80 PVC, minimum. Galvanized rigid conduit, 2" minimum, is required if the overhead service drop requires physical attachment to the mast. Accessible fittings such as LB's are not permitted.
- B. Where HEC must attach its overhead service wires to a building or other structure, the Member shall provide an attachment device designed for the particular surface and of adequate strength (IE lag, anchor, or other bolt) to support the service wires
- C. All conductors must extend beyond the weather head a minimum of 24".
- D. An overhead service mast must not be enclosed or otherwise concealed at any point other than where it passes through the roof opening.
- E. Service conductors shall be sized according to NEC.

- F. Neutral conductors shall be identified white or natural grey, per NEC.
- G. The high-leg of a three phase 120/240 V or 240/480 V service shall be identified as orange, per NEC.
- H. The grounding electrode conductor, or service ground, must run continuously from the grounding electrode, or ground rod, to the ground lugs within the meter base. If necessary, an additional ground lug is supplied for continuing the ground to a disconnect.
- A service disconnect is required for each socket location at the initial installation of any multi-gang meter socket.

3.3 Emergency Generators

When an emergency generator is used by the Member, it shall be installed in such manner as to eliminate the possibility of operating in parallel with, or back-feeding into HEC's electrical system.

SECTION 4 METER LOCATIONS AND CLEARANCES

4. The locations of meters and metering equipment shall be designated by HEC where they will be readily accessible at all reasonable hours for reading, testing, inspecting and other maintenance purposes. No wiring dependent upon the meter location should be started until the location has been assigned.

- Meter sockets shall be plumb and securely fastened to the building wall or structure.
- B. Meter sockets shall be installed four to six feet (4' - 6') above finished grade to the center of the meter.
- C. A minimum of three feet (3') of clear space must be maintained in front of the meter for safe access.
- D. Electric meters shall be located at least three feet (3') horizontally from gas meters and a minimum of (10') from a propane tank of any size.
- E. Meters shall not be installed where they will interfere with traffic, sidewalks, drive ways, or where they will obstruct the opening of doors or windows, or in any location which may be considered hazardous or cause damage to the metering equipment.
- F. Indoor meter installations are not permitted without prior approval from HEC. It may be permitted only when there is a designated room used solely for the purpose of metering and accessible only to qualified personnel.
- G. Where service is supplied to individual Members, within a building designed for multiple occupancy, the individual meters shall be grouped at a point nearest the service drop attachment or service lateral origin on the exterior

of the building at a point designated by HEC.

SECTION 5 METER SOCKETS

- Meter sockets may be purchased from HEC or other supply houses as long as they are on the attached HEC Approved Meter Base List.
- 5.1 MAINTENANCE AND REPAIR OF METER SOCKETS

With all meter sockets, whether provided by HEC or purchased independently, the maintenance and repair of the meter socket(s) is the sole responsibility of the Member and will require the services of a qualified electrician. HEC must be contacted for the temporary interruption of electric service while repairs are being made. Same day requests will require a same day fee.

5.2 BONDING METER SOCKETS

Service equipment and enclosures could be called on to carry fault currents in the event of a ground fault. For this reason, it is imperative that meter sockets and metal conduits be adequately bonded to neutral and to ground. All bonding shall be done according to the latest edition of the NEC.

5.3 METER SOCKET WIRING

Members shall wire all self-contained meter sockets in accordance with the NEC and the appropriate wiring diagram in the drawings included in this document.

5.4 WIREWAY/TROUGH SYSTEMS

All wireways/troughs must be UL listed and meet or exceed NEMA Enclosure Type 3R. Each access panel of the wireway/trough must have a stainless steel swing latch or hasp every 2ft or less. Horry Electric has the right to deny any wireway/trough system if the structure does not have the means to be properly secured or if it is unfit for the environment.

In wireway/trough systems meters will not be installed until all sockets are permanently mounted and wired.

5.5 CURRENT TRANSFORMER (CT) METERING

A determination will be made by HEC employees on the necessity of a CT application.

5.6 CT's INSTALLATIONS

When member load warrants a CT application, the CT's shall be installed in the secondary compartment of the transformer. In this situation, the member shall provide and install the secondary cable to the secondary compartment of the transformer. A maximum of 16 conductors per phase is allowed in the secondary compartment. Installations requiring more than 8 conductors per phase need prior approval from HEC.

5.7 CT CABINETS

CT cabinets will be furnished by HEC and will be padlocked and sealed by HEC.

5.8 DETACHED (SELF-SUPPORTING) METER MOUNTING

- A. Meter sockets may be mounted on separate self-supporting structures, such as for temporary construction services, and on mobile/modular homes, in accordance with the drawings included in this document. For mobile/modular homes or other overhead residential services, utility grade poles are preferred, or treated 4" x 6" posts set a minimum of 36" deep.
- B. Where the service is to be overhead, the post or pole shall be of sufficient height for NEC clearance and adequately braced in the direction of the service drop.
- C. If two or more sockets are to be mounted, two posts shall be used with cross members of treated 2" x 6" lumber, 1 ¼" decking board or ¾" marine grade plywood, minimum. Cross members shall be spaced appropriately to attach meter sockets and conduit straps.

5.9 MOVING/REMOVING METERS

The member shall not tamper or otherwise interfere with the proper operation of HEC meters or other equipment, or in any way interfere with the proper meter registration of the electric energy used. These are criminal offenses punishable by law. Only authorized HEC employees are permitted to connect, disconnect, move, or remove the meter and/or meter seal.

5.10 MARKING METER SOCKETS

Changes to internal numbering or lettering schemes and incorrect marking of units can cause inaccurate billing of HEC members. When a situation exists, the owner of such premises shall be responsible for correcting the situation as well as payment of any time and material charges HEC may incur during the process of correcting the problem. In multiple meter installations, meters **will not** be installed until all sockets are permanently and accurately marked.

SECTION 6 MULTI-GANG SERVICES FOR RESIDENTIAL & COMMERCIAL ACCOUNTS

- 6.1 All job requests must be accompanied by a drawing showing the building layout with the numbering scheme for each floor. A copy will remain on file to be attached to the service order for permanent power. In order to prevent a delay in service connection, this drawing must be an exact match of the actual project.
- 6.2 A licensed and bonded electrician with complete knowledge of the job must be on site at the time of connection. Strong verbal skills in the English language are a necessity.
- 6.3 All appointments are scheduled by HEC's System Control Supervisor or their designee. A 30 minute window will be allowed. After that period of time, a \$200 trip charge will be imposed and must be paid before another appointment can be scheduled.
- 6.4 HEC must be provided access to meters at all times. If the meters are going to be

located in locked meter rooms, a master key must be provided at the time service is connected.

- 6.5 Meters must be verified individually at the time of installation. The person installing the meter is responsible for verification of each meter and its association with the appropriate panel and unit. This must be done through direct communications between the installer and an individual physically located in the corresponding unit.
- 6.6 Only meters for units certified for occupancy will be verified in meter centers. As certificates of occupancy are issued for subsequent units, the Cooperative will impose a \$200 trip charge for each additional trip required to verify additional meters in a meter center. The charge will be waived if the request is made by an individual or entity other than the original requestor and it will be treated as a first time trip. All subsequent trips requested by that individual/entity will incur the \$200 trip charge.
- 6.7 Meter bases and covers will be permanently and legibly marked with non-transferable, UV resistant, 1" high labels. The individual unit to which each meter is assigned must also be permanently and clearly marked at the entrance to the unit.
- 6.8 Meter testing will be conducted on an individual basis. Pulling and testing multiple meters at the same time is strictly prohibited.

6.9 All multi-gang installations, residential or commercial, must be locked at all times.
A meter pulled by owner or an electrician without consent from HEC is prohibited. If two or more meter seals are found to have been removed, cut or broken, this will result in a report filed by HEC and/or will require verification for the entire building.

SECTION 7 VOLTAGE STANDARDS AND SERVICE LIMITATIONS

- 7.1 Electric service is limited to electric energy supply and distribution facilities available at the time of construction. Available secondary service voltage classifications will depend upon a member's location and proximity to existing facilities within and overhead or underground service area.
- 7.2 It is not permissible to install fences or heavy landscaping, i.e., permanent structures, large shrubbery, trees, etc., on easements or rights-of-way. In the event an obstruction exists, at the discretion of HEC, the obstruction may be removed immediately or arrangements made to have it removed by the member.

SECTION 8 SYSTEM ALTERATION AND CONVERSION

8.1 All relocations of existing overhead and underground lines and equipment shall be accomplished at the expense of the member initiating the request on a time and material billing basis. The member shall be required to provide all necessary easements and rights-of-way without cost to HEC.

8.2 Requirements for work performed on time and material basis.

All work performed on a time and material contract shall first be estimated, taking into consideration any contribution-in-aid. The full amount of the estimate shall be paid to HEC prior to the scheduling of work to be performed. The member requesting the conversion shall be responsible for the actual cost of the work and shall be either billed for any additional costs incurred over and above the estimate, or shall be reimbursed the difference between the estimate and the actual cost, whichever may be applicable.

Section 9 SOLAR METER INSTALLATIONS

9.1 Refer to HEC Energy Management or HEC Engineering departments for specifics on solar installations.

Section 10 Generator Bypass Switches

10.1 Refer to the end of this document for specifications on how to install Generator Bypass Switches

HORRY ELECTRIC COOPERATIVE, INC.

A Touchstone Energy[®]Cooperative

Meter Base and Accessories List

Effective Date: Monday, June 27, 2016		Page 1 of 1
Inventory ID	Description	
11784	135 AMP 1PH UG METER BASE WITH SMALL CLOSING PLATE	
11785	135 AMP 1PH OH METER BASE WITH 2" HUB	
11786	200 AMP 1PH UG METER BASE WITH SMALL CLOSING PLATE	
11787	200 AMP 1PH OH METER BASE WITH 2" HUB	
11788	200 AMP 1PH UG BASE STUDS ON LOAD & SMALL PLATE	
11789	200 AMP 1 PH OH BASE WITH STUDS ON LOAD & 2" HUB	
11790	320AMP 1PH UG METER BASE WITH LARGE CLOSING PLATE	
11791	320 AMP 1PH OH METER BASE WITH 4" HUB	
11792	400 AMP 1PH UG BASE BOLT-IN WITH LARGE PLATE	
11793	400 AMP 1 PH OH METER BASE BOLT-IN WITH 4" HUB	
11794	200 AMP 3PH OH METER BASE WITH 2.5" HUB	
11795	200 AMP 3 PH UG BASE WITH SMALL CLOSING PLATE	
11796	200 AMP 3 PH UG BASE WITH LARGE CLOSING PLATE	
11797	200 AMP 3 PH OH BASE WITH 3" HUB	
11798	200AMP 3 PH UG BASE STUDS ON LOAD SIDE SMALL PLATE	
11799	200 AMP 3 PH OH BASE STUDS ON LOAD & 4" HUB	
11800	320AMP 3PH UG BASE STUDS ON LOAD/SOURCE LARGE PLAT	
11801	320AMP 3PH OH BASE STUDS ON SOURCE/LOAD 4" HUB	
11802	480AMP 3PH UG BASE BOLT-IN WITH 2 LARGE CLOSING PL	
11803	480 AMP 3 PH OH BASE BOLT-IN WITH 4" HUB	
11804	480 AMP 3 PH OH BASE BOLT-IN WITH (2) 4" HUBS	
11805	200 AMP 1 PH 2 POSITION GANG BASE	
11806	200 AMP 1 PH 3 POSITION GANG BASE	
11807	200 AMP 1 PH 4 POSITION GANG BASE	
11808	200 AMP 1 PH 5 POSITION GANG BASE	
11809	200 AMP 1 PH 6 POSITION GANG BASE	
11810	350 MCM 2-HOLE CONNECTOR	
11811	300 MCM 2-HOLE PANELBOARD CONNECTOR	
11812	500 MCM 2-HOLE CONNECTOR	
11813	600 MCM 2-HOLE CONNECTOR	
11814	800 MCM 2-HOLE CONNECTOR	
11815	250 MCM 3-HOLE CONNECTOR	
11816	350 MCM 4-HOLE CONNECTOR	

All meter bases connected to the Horry Electric Cooperative system must meet certain specifications in order for power to be connected. This price list is for the established standard meter base and accessories stocked by Horry Electric Cooperative. A separate list of manufacturers and models determined to be acceptable is available. Please visit www.horryelectric.com for the most up-to-date price list.

Horry Electric Cooperative, P.O. Box 119, Conway, SC 29528

HORRY ELECTRIC COOPERATIVE, INC. A Touchstone Energy®Cooperative

Approved Meter Base List

As of 3-7-2022, due to supply chain issues and the constant need for revisions the "Approved Meter Base List" has temporarily been removed from this Handbook.

The Approved Meter Base List is now a seperate document that can be accessed at the same location you found this document.







-An outside disconnect is required per the NEC on all residential services.

- If there is a need for <u>2 Disconnects</u>, Horry Electric will require you to use a 320 Amp Meter Base (see approved list).
- All services must have a stub-down conduit. Do <u>NOT</u> use the knockout hole under the meter socket. Stub-down must be at least a 2" conduit (may need a larger stub-down conduit if Horry Electric requires it.)
- All stub-downs MUST have at least one Conduit Strap (TWO HOLE) installed prior to scheduling the work to be done.
- All services MUST have their own independent ground rod. This ground rod MUST be within 2' of the service.
- Grounding conductor <u>MUST</u> come directly out of the meter base straight down to the grounding rod. This grounding conductor <u>MUST</u> be in conduit. (Refer to NEC for size)

*Note: This Handout is only intended to Supplement the Horry Electric Specifications Book.



HORRY ELECTRIC COOPERATIVE, INC.

METER BASE CHECKLIST



- Only a Horry Electric Meter Base or a meter base from Horry Electric approved List.
- The top meter socket will not exceed 72" max height from finished grade. If the height will exceed 72" then a permanent concrete platform will be required to meet the 72" requirement before any meter can be installed.
- All removable lids must have locking tabs installed.
- All meter sockets must be labeled to match the address on the front door of the unit.
- The member will be responsable for supplying the pipe and wire for all services with 7 or more meters.
- All stub-downs MUST be installed prior to scheduling the work to be done.
- All services MUST have their own independent ground rod. This ground rod MUST be within 2' of the service.
- Grounding conductor <u>MUST</u> come directly out of the main disconnect straight down to the grounding rod. This grounding conductor <u>MUST</u> be Copper and in conduit.
- *Note: This Handout is only intended to Supplement the Horry Electric Meter Specification Book.

South Carolina 811 Call 811 Before You Dig

HORRY ELECTRIC COOPERATIVE, INC.

GANG METER BASE CHECKLIST

















- 3. GROUND ROD CLAMP, UL APPROVED.
- 4. GROUNDING ELECTRODE CONDUCTOR IN CONDUIT. (REFER TO NEC FOR SIZE)
- 5. SERVICE DISCONNECT, IS REQUIRED PER THE NEC. FOR A SINGLE INSTALLATION, THE DISCONNECT SHALL BE INSTALLED EITHER BELOW OR TO THE LOAD SIDE OF THE METER BASE ONLY. INSTALLATION OF THE DISCONNECT ON HEC'S SIDE OF THE METER BASE WILL NOT BE PERMITTED.
- 6. METER SOCKETS, USE HORRY ELECTRIC METER BASES OR AN HORRY ELECTRIC APPROVED METER BASE ONLY. SEE HEC APPROVED METER BASE LIST.
- 7. CONDUIT, PVC, SCHEDULE 80; (PER LOCAL JURISDICTION)
- 8. PVC, SIZED ACCORDINGLY FOR SERVICE LATERAL.
- 9. REFER TO NEC FOR WIRE AND CONDUIT SIZE
- 10. ADEQUATE WEATHERPROOF STRUCTURE TO SUPPORT METER INSTALLATION.

NOTES:

- A. ALL CONDUIT CONNECTIONS SHALL BE TIGHT.
- B. ALL CONDUIT AND SOCKET MOUNTING HARDWARE AND FITTINGS SHALL BE GALVANIZED OR OTHERWISE NONCORROSIVE. 2-HOLE STRAPS ARE REQUIRED ON ALL CONDUIT.
- C. ANY EXCEPTIONS TO THE ABOVE MUST HAVE PRIOR WRITTEN APPROVAL FROM HORRY ELECTRIC COOPERATIVE, INC. (EX. IF IN A FLOOD ZONE HEC'S STAKING TECH WILL DECIDE THE HEIGHT.)



HORRY ELECTRIC COOPERATIVE, INC.

UNDERGROUND SERVICE INSTALLATION OPTIONAL



MATERIALS:

- 1. GROUND ROD MUST BE WITHIN 2' OF THE SERVICE AND BURIED BELOW FINISH GRADE. (REFER TO NEC FOR SIZE)
- 2. AN INDEPENTENT GROUND ROD IS REQUIRED FOR EACH SERVICE.
- 3. GROUND ROD CLAMP, UL APPROVED.
- 4. GROUNDING ELECTRODE CONDUCTOR IN CONDUIT.(REFER TO NEC FOR SIZE)
- 5. SERVICE DISCONNECT, IS REQUIRED PER THE NEC.
- 6. METER SOCKETS, USE HORRY ELECTRIC METER BASES OR AN HORRY ELECTRIC APPROVED METER BASE ONLY. SEE HEC APPROVED METER BASE LIST.
- 7. CONDUIT, PVC, SCHEDULE 80; (PER LOCAL JURISDICTION)
- 8. PVC, SIZED ACCORDINGLY FOR SERVICE LATERAL.
- 9. REFER TO NEC FOR WIRE AND CONDUIT SIZE
- 10. ADEQUATE WEATHERPROOF STRUCTURE TO SUPPORT METER INSTALLATION.

NOTES:

- A. ALL CONDUIT CONNECTIONS SHALL BE TIGHT.
- B. ALL CONDUIT AND SOCKET MOUNTING HARDWARE AND FITTINGS SHALL BE GALVANIZED OR OTHERWISE NONCORROSIVE. 2-HOLE STRAPS ARE REQUIRED ON ALL CONDUIT.
- C. ANY EXCEPTIONS TO THE ABOVE MUST HAVE PRIOR WRITTEN APPROVAL FROM HORRY ELECTRIC COOPERATIVE, INC.

(EX. IF IN A FLOOD ZONE HEC'S STAKING TECH WILL DECIDE THE HEIGHT.)

HORRY ELECTRIC COOPERATIVE, INC.

320 AMP UNDERGROUND

SERVICE INSTALLATION







-Only a <u>Horry Electric Meter Base</u> or a meter base from <u>Horry Electric approved list</u> will be approved. Horry Electric will <u>Not</u> accept a unibase.

-Horry Electric must be contacted in advance to arrange a time to pull meter and/or de-energize service for Generator Bypass Switch to be installed.

-The Horry Electric Generator Release of Liability must be signed before meter will be removed or the service is de-energized.

-See Meter Base Checklist pages for proper installation instructions.

-An electrician must be present to remove the Generlink Bypass Switch for Horry Electric to do anything at the meter base

beyond checking the voltage.

HORRY ELECTRIC COOPERATIVE, INC.

Stand-By Generator Generlink Bypass Switch



-Only a <u>Horry Electric Meter Base</u> or a meter base from the current <u>Horry Electric approved list</u> will be approved. Horry Electric will <u>Not</u> accept a unibase.

-Horry Electric must be contacted in advance to arrange a time to pull meter and/or de-energize service for Generator Bypass Switch to be installed.

-The Horry Electric Generator Release of Liability must be signed before meter will be removed or the service is de-energized. -If the meter base has been replaced or if a disconnect has to be relocated to accomodate the installation of the Direct Power bypass switch, Code Enforcement must inspect the installation before Horry Electric will re-install meter or re-energize service.

-See Meter Base Checklist pages for proper installation instructions.

-An electrician must be present to remove the Generator Bypass Switch for Horry Electric to do anything at the meter base

beyond checking voltage.

HORRY ELECTRIC COOPERATIVE, INC.

Whole House Generator with Direct Power Bypass Switch



-Only a <u>Horry Electric Meter Base</u> or a meter base from <u>Horry Electric approved list</u> will be approved. Horry Electric will <u>Not</u> accept a unibase.

-Horry Electric must be contacted in advance to arrange a time to pull meter and/or de-energize service for Generator Bypass Switch to be installed.

-The Horry Electric Generator Release of Liability must be signed before meter will be removed or the service is de-energized. -Code Enforcement must inspect Generator Bypass Switch installation before Horry Electric will re-install meter or re-energize service.

-See Meter Base Checklist pages for proper installation instructions.

HORRY ELECTRIC COOPERATIVE, INC.

Whole House Generator with Traditional Bypass Switch