

Listed below are phone numbers for the local permitting office for each area NOVEC serves. Be sure to call them when constructing a deck or addition. The cost of a building permit varies in each locality.

Permitting Office Phone Numbers

City of Manassas Park	(703) 335-8815
Clarke County	(540) 955-5112
Fairfax County	(703) 222-0801
Fauquier County	(540) 347-8647
Loudoun County	(703) 777-0397
Prince William County	(703) 792-4040
Stafford County	(540) 658-8650
Town of Leesburg	(703) 771-2771

Homeowner's Check List For Building

- ⇒ Stake deck, fence or addition.
- ⇒ Call Miss Utility at (800) 552-7001, at least 48 hours before digging.
- ⇒ Schedule appointment with a NOVEC Distribution Designer.
- ⇒ Determine electrical load and contact electrician, if necessary.
- ⇒ Contact local permitting office.



A simple phone call can save you money and frustration. Before building additions or decks, call:

- (888) 335-0500, extension 6750, or
- (703) 754-6750, or
- send e-mail to disteng@novec.com

Visit www.novec.com for information about NOVEC programs and services.



P.O. Box 2710
Manassas, VA 20108-0875

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20109

Building Decks & Additions

A Guide for Homeowners



Building Decks & Additions

Important Guidelines for Homeowners

Before making additions to your home, whether it is a deck, room or even a fence, you need to be aware of the requirements concerning your NOVEC electric meter.

Since many homes have the electric meter located on the back, and this is typically the location of decks, room additions and fences, special care must be taken to prevent blocking the meter. NOVEC personnel must have access to your electric meter in order to take readings for your monthly bill, perform periodic tests to ensure measurement accuracy, maintain the service equipment and the meter, and replace equipment when required. Also, in case of a fire, immediate access is needed to disconnect the power.

Project Planning Guidelines

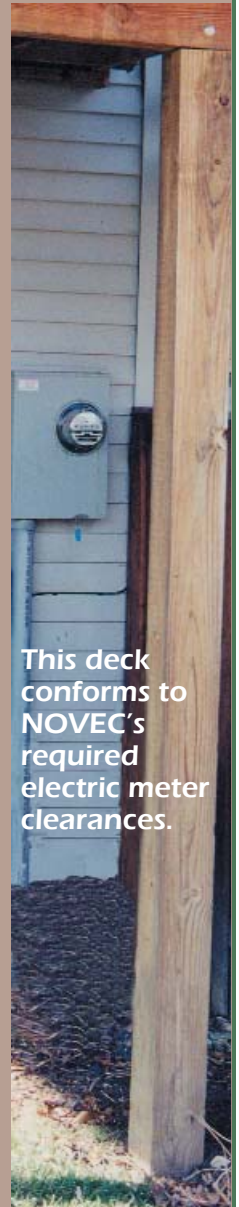
- ① Do a preliminary staking of your deck, fence or addition. Keep in mind the depth and location of your footers and any slope changes you may be considering.
- ② Call Miss Utility at (800) 552-7001 to have all underground utilities located. Each type of utility (electric, water, phone, gas) is assigned a color that helps you determine which ones may be in conflict with your proposed work. Miss Utility does not locate private lines. Some jurisdictions and/or utility companies are not members of Miss Utility and you will have to call them individually if you suspect that they have buried facilities in the area.
- ③ Make sure your addition is in compliance with NOVEC's electric meter clearance requirements (see "building guidelines" box).

- ④ If there is a conflict with NOVEC facilities, schedule an appointment with a NOVEC Distribution Designer by calling (703) 754-6750, (888) 335-0500, extension 6750, or send e-mail to disteng@novec.com. A work request number will be issued to you at this time, which allows staff to track the activity of your job and must appear on all correspondence. When a designer examines your project, they will determine if relocation of existing NOVEC facilities is required and explain the scope of work involved. Within approximately 10 working days from this appointment, you will receive the estimated relocation cost associated with this work.
- ⑤ If meter relocation is required, NOVEC will supply the meter base. However, the homeowner is responsible for hiring an electrician to install this meter base along with the entrance cable and panel box. This work must be inspected by the local jurisdiction.
- ⑥ If your building plans conflict with other utilities' lines, contact that utility company to determine the most cost-efficient resolution. Each utility has different requirements and policies for relocations.
- ⑦ Determine the electric load requirements of the addition. Contact an electrician to determine whether the existing capacity in your panel box will meet your needs.

Building Guidelines: Electric Meter Clearance Requirements

- ① If your electric meter will be under it, the deck must be at least 7 feet high.
- ② There must be 36 inches of unobstructed space in front of the meter.
- ③ There must be a 36-inch wide unobstructed travel path in front of the meter.
- ④ There must be at least 2 inches of space on both sides of the meter.
- ⑤ No structure may be built around the meter, except for approved meter rooms.
- ⑥ Doors or windows cannot be within one foot of the meter.
- ⑦ Meters located inside fenced areas must have gate access.

NOTE: Although no fines are imposed by NOVEC if these specifications are not followed, homeowners will have to pay the full cost of meter relocation if access to the electric meter is blocked in any way.



This deck conforms to NOVEC's required electric meter clearances.