

**ELECTRICAL INSPECTION BULLETIN**  
**B-12-012**  
**Contractor Access to Underground Residential Distribution**  
**(URD) Service Boxes**



*(Effective 05/30/1997)*

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Unauthorized access of a Utility Owned URD Box is not permitted. When a contractor requires access to the URD box for the installation and/or repair of a customer's service conduit or conductors NSPI must be contacted and present to remove the URD box cover and provide supervision.

The connection of the customer's service conductors to the utility owned conductor terminals located in the URD box, shall be made by NSPI.

The installation or repair of the Customer Service conductors, raceways, etc. and the installation of the URD box shall be inspected by NSPI's Field Wiring Inspector before backfilling.

The following steps may be used as a guide to obtaining access to a URD box.

1. Contractor contacts NSPI's Service Centre requesting a Wiring Permit and the field location of a URD box.
2. NSPI locates and marks URD box location.
- \*3. Contractor excavates trench and exposes URD box.
4. Contractor installs/repairs owner's secondary conductors to URD box.
5. Contractor requests electrical inspection.
6. Contractor receives inspection and connection approval.
7. NSPI authorizes and schedules connection.
8. NSPI removes URD cover.
9. NSPI/Contractor install owner's conductors in URD box.
10. NSPI terminates owner's conductors on wire terminal.
11. NSPI closes URD cover.
12. Contractor backfills trench, URD box and landscapes.

\* Contractors are advised to take extra precautions, paying particular attention to soil and seasonal weather conditions when excavating around URD boxes. For further information please contact your local Regional Service Centre.