



New Mexico Regulation and Licensing Department

CONSTRUCTION INDUSTRIES DIVISION

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www.rld.state.nm.us/construction

GUIDELINES AND PROCEDURES FOR OIL & GAS WELL ANNUAL ELECTRICAL PERMITTING, WORK AND INSPECTIONS

EFFECTIVE DATE: (Pending approval) - UNTIL REPEALED OR AMENDED

The following Guidelines and Procedures are based on the Construction Industries Licensing Act, Construction Industries Division Rules, and State Adopted Electrical Codes. These Guidelines and Procedures apply to Oil & Gas Well sites.

OIL & GAS WELL ANNUAL ELECTRICAL PERMITTING, WORK AND INSPECTION INCLUDES:

All electrical construction, installation, alteration, repair, and maintenance of Oil & Gas Wells.

1. LICENSING AND JOURNEYMAN REQUIREMENT

- A. All persons bidding or contracting for Oil & Gas Well Annual Electrical Permit work shall possess a valid EE98 New Mexico Electrical Contractor's License.
- B. All persons performing Oil & Gas Well Annual Electrical Permit work shall possess a valid EE98-J New Mexico journeyman electrician certificate of competence or be an apprentice electrician working under the direct supervision of a properly certified electrician.

2. DESIGN AND CONSTRUCTION STANDARDS, SPECIFICATIONS, AND MATERIALS

- A. Oil & Gas Well Annual Electrical Permit work shall comply with industry recognized standards and specifications, and shall comply with the latest adopted editions of the National Electrical Code, and New Mexico Electrical Code.
- B. Electrical contractor and/or owner shall maintain a file of current design specifications and drawings. Contractors shall reference specifications and drawings on the Oil & Gas Well Annual Electrical Permit Attachment and approved drawings.
- C. Equipment and materials used shall conform with recognized electrical industry standards.

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3. PERMITS, AFFIDAVITS, PLANS & UTILITY AUTHORIZATION

- A. The Electrical Contractor shall submit one well site standard, for each type of site installation to CID for review and approval.

The site standard must contain the following information:

- Site plan
 - Riser diagram
 - Load and fault calculations
 - Grounding detail
 - Elevation of equipment installed
 - Electrical panel schedule
 - Hazardous location definition
 - Engineering would only be required for services over 100 KVA single phase or 225 multi-phase
- B. Once the site standard is approved, an approval number will be issued to the applicant and the approval packet will be sent to the appropriate area inspector.
- The electrical contractor shall obtain one Oil & Gas Annual Electrical Permit for each approved site type, regardless of the number of installations.
 - The fee is \$125.00 annually.
- C. Each contractor utilizing an approved standard shall catalog the individual sites monthly and provide a list to CID by GPS coordinates.
- D. Contractor installing Oil & Gas Well Annual Electrical equipment shall submit to the serving electrical utility company a copy of the CID Oil & Gas Well Annual Electrical Permit, CID affidavit, and CID Work Plan before any work is performed.
- Upon receipt of a properly executed CID Oil & Gas Well Annual Electrical Permit, CID Affidavit, and CID Work Plan, the serving utility, if deemed appropriate, may energize the service. The electrical work performed under the Oil & Gas Annual Electrical Permit is subject to CID inspections verifying code compliance.

4. INSPECTIONS

- A. CID inspectors would periodically review a sample of the approved sites to confirm the installation met minimum code requirements and the installation met the design standard.
- B. The Electrical Contractor installing Oil & Gas Well Annual Electrical Permit work that will not be visible for inspection is responsible to ensure that all work complies with construction standards and specifications, and applicable electrical codes.
- C. When Oil & Gas Well Annual Electrical Permit work complies with applicable electrical codes, construction standards and specifications, the electrical inspector shall issue a certificate of approval to the contractor.

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- D. When Oil & Gas Well Annual Electrical Permit work does not comply with applicable electrical codes, construction standards and specifications, the electrical inspector shall issue a correction notice to the contractor and owner representative specifying the code deficiencies. The contractor shall correct the code deficiencies within ninety (90) days as required by CID Rules and Regulations.



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**CID OIL & GAS WELL ANNUAL ELECTRICAL PERMIT
AFFIDAVIT**

TO: Electric Service Provider and Electrical Inspector.

LOCATION OF WORK PERFORMED:

Well Site Name, Physical Address, Legal Description, Latitude & Longitude _____

FROM: _____ Date: _____

Electrical Contractor

_____ NM License # _____

_____ Address/City/State/Zip _____

_____ Certificate # _____

_____ Electrical Journeyman's Name _____

NM Oil & Gas Well Annual Electrical Permit # & Expiration Date _____

AFFIRMATION

"I hereby certify and affirm that I am duly licensed by the State of New Mexico to perform electrical work in New Mexico under the Oil & Gas Well Annual Electrical Permitting procedures as set forth by the Construction Industries Division of the Regulation & Licensing Department, and that on ___/___/___ I acquired a valid and properly executed Oil & Gas Well Annual Electrical permit for work performed, by myself or under my supervision, at the aforementioned location. I further certify and affirm that all work has been performed and verified by me, to conform with all current adopted codes, standards and utility guidelines, adopted by the serving utility, and the Construction Industries Division of the State of New Mexico. I also understand and acknowledge that if the installation is determined to be in noncompliance, that I will bring the installation into immediate compliance, upon notification. I acknowledge that I am assuming all liability for the installation and it's compliance with adopted codes and standards."

Attested to by: _____ this _____ day of _____, 20_____.
(Print Name)

Signature

Phone #



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**CID OIL & GAS WELL ANNUAL ELECTRICAL PERMIT ATTACHMENT
WORK PLAN**

Serving Utility Company Name _____
Phone #

Contractor Name _____
Permit Number _____
Phone #

Contractor Address _____
Site Address

GPS Coordinates, Lat/Long

Design and Construction Specification and Drawing Reference Numbers:

Drawing Number _____

Drawing Number _____

Other _____

Signature _____
Date

**MAP OF PHYSICAL LOCATION
(REQUIRED)**

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