

New Electric Service Application Process

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This application process is used to request new electric service for a location without an existing electric meter.

PROCESS FOR NEW ELECTRIC SERVICE (NEW BUILD OR ADDITIONAL SERVICE TO PROPERTY)

STEP 1: APPLICATION FOR NEW SERVICE

To establish new service at a location that does not have an existing meter, you will need to complete the new service application available on our website, myenergycoop.com/connect. If you do not have access to the online form, please request a PDF version from the above phone or email which will supply specific information about your energy needs. Once the application is filled out online, it will be automatically be sent to our New Electric Representative. If a PDF version is used, you can email or mail it to the above corresponding addresses. Before speaking with a TEC representative, review the application and have as much information regarding the service as possible for the appointment (i.e. location, loading, service size, etc.). The information requested must be completed BEFORE an appointment with an engineer can be scheduled.

STEP 2: MEET WITH THE FIELD ENGINEER

Buildings and property lines MUST be staked PRIOR to any meeting in the field with an engineer. PRIOR to the meeting in the field, members must provide the TEC office with a copy of the Grantor's Deed. *This document will contain: Recorder Instrument Number, Permanent Parcel Number and Address with Acres.*

The engineer will cover several items during the meeting, including:

- Possible service routes/Meter locations
- Easements
- Right of Way (ROW) Tree Trimming/Clearing/Mowing
- Member responsibilities
- Will temporary construction power be needed
- Any applicable Aid-to-Construction costs will be determined after the appointment and design is completed by engineer.

STEP 3: ENGINEERING THE PROJECT

During the engineering phase, construction drawings are prepared. The engineer will gather information about the existing facilities, service routes and site conditions. If aid-to-construction is required, an invoice will be sent to the member stating the required amount. If an easement or inspection permits need obtained or aid-to-construction costs are required, construction plans will be held until completion of these items. Otherwise, construction plans will be released to the Operations Department.

STEP 4: MEMBER RESPONSIBILITIES

If aid-to-construction payments are required, they must be paid in full before TEC work begins (i.e. ROW work, Construction, etc.). Construction specifications can be found in the document's library on the TEC website, myenergycoop.com/document-library.

STEP 5: CONSTRUCTION

Once all the documents are completed and aid-to-construction is paid in full, Right of Way work will be completed and facilities will be installed. Member will complete meter base setting, inspections (if applicable), and open trench (if applicable). Crews will complete construction, set and energize to the electric meter.