



# New Electric Service Application

**ALL INFORMATION IN RED MUST BE FILLED OUT BEFORE A SITE MEETING CAN BE SCHEDULED**

NAME \_\_\_\_\_ CONTACT PHONE \_\_\_\_\_

NEW SERVICE ADDRESS/CITY/ZIP \_\_\_\_\_ LOT# \_\_\_\_\_

BEST CONTACT PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT) \_\_\_\_\_

IS THIS A JOINT MEMBERSHIP (SPOUSE)? IF SO, PLEASE PROVIDE THE INFO BELOW:

NAME \_\_\_\_\_ CONTACT PHONE \_\_\_\_\_

BUILDER/CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**NEW ELECTRIC SERVICE REQUEST:**

HOUSE       BARN       GARAGE       METER POLE       METER PEDESTAL       OTHER \_\_\_\_\_

TEMPORARY       PERMANENT       UNDERGROUND       OVERHEAD

200AMP       400AMP

BASEMENT  YES     NO      DRIVEWAY IN  YES     NO      IF NOT IN, IS IT STAKED?  YES     NO

HEAT PUMP  YES     NO      HEAT TYPE  ELECTRIC     GAS       PROPANE       GEOTHERMAL

SQUARE FOOTAGE \_\_\_\_\_ A/C TONNAGE \_\_\_\_\_

WATER HEATER TYPE  ELECTRIC     GAS     PROPANE      IF ELECTRIC KW RATING \_\_\_\_\_

WATER HEATER SIZE \_\_\_\_\_  GALLON     TANKLESS

**CHECK ALL THAT APPLY:**

BACK UP GENERATOR?  WHOLE HOUSE OR  PORTABLE      GENERLINK TRANSFER SWITCH NEEDED?  30A OR  50A

BARN/OUTBUILDING?

WORKSHOP?

MOTORS?      RATING HP \_\_\_\_\_

WELDING EQUIPMENT? IN AMPS \_\_\_\_\_

POOL?

HOT TUB?

ELECTRIC VEHICLE CHARGING STATION

## **THINGS TO DO BEFORE SITE MEETING**

- COMPLETE AND SUBMIT NEW SERVICE APPLICATION
- NEW CONSTRUCTION LOCATION MUST BE PROFESSIONALLY STAKED
- PROPERTY PINS MUST BE LOCATED
- DRIVEWAY MUST BE STAKED
- PROPERTY MUST BE ACCESSIBLE – TEC EMPLOYEE MUST BE ABLE TO TAKE MEASUREMENTS AND LOCATE STAKES (AREA AND TERRAIN CLEARED)
- APPROVED SEPTIC MUST BE STAKED (IF APPLICABLE)
- APPROVED WELL LOCATION MUST STAKED (IF APPLICABLE)

## **IF ELECTRIC EASEMENT IS REQUIRED/TEC NEEDS THE FOLLOWING INFO**

- OFFICIAL NAMES ON DEED
- THE RECORDED INSTRUMENT NUMBER FROM THE GRANTOR'S DEED/GENERAL WARRANTY DEED
- THE PARCEL NUMBER WHERE THE EASEMENT WILL RESIDE (NOT THE PARENT PARCEL)
- NUMBER OF ACRES OF THE PARCEL (NOT THE PARENT PARCEL)
- THE WRITTEN LEGAL DESCRIPTION OF THE PARCEL MUST INCLUDE THE FOLLOWING (NOT THE PARENT PARCEL)

COUNTY THE PARCEL RESIDES IN  
TOWNSHIP THE PARCEL RESIDES IN

- SEND WRITTEN LEGAL DESCRIPTION ON THE PROPERTY TO:

Crystal Hannah  
P.O. Box 455  
11339 Mount Vernon Road  
Utica, Oh 43080  
[channah@theenergycoop.com](mailto:channah@theenergycoop.com)  
Fax 740-892-4172

MUCH OF THE ABOVE INFORMATION WILL BE ON THE GRANTOR'S DEED/GENERAL WARRANTY DEED. PLEASE BE CERTAIN YOU TURN IN THIS INFORMATION SO THAT WE CAN PREPARE THE ELECTRIC UTILITY EASEMENT. NO CONSTRUCTION CAN BE COMPLETED ON THE PROPERTY WITHOUT A SIGNED EASEMENT.

YOUR COUNTY AGENCY, MOST LIKELY THE AUDITOR'S OFFICE OR RECORDER'S OFFICE SHOULD BE ABLE TO HELP YOU OBTAIN ANY MISSING INFORMATION.