

# **New Electric Service Application**

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This application is used to request new electric service.

Download and save. Then complete the pdf application. For best results, open the pdf in adobe reader fill out, save and print or email as an attachment.

Once application is completed, please submit by email, fax, or mail.

## **PROCESS FOR NEW CONSTRUCTION ELECTRIC SERVICE TO YOUR NEW HOME**

### **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 this application that will supply specific information about your energy needs. Before speaking with a TEC representative, please review the list of questions you will be asked. 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:

- Service routes/Meter locations
- Easements
- Tree trimming
- Member responsibilities
- Temporary construction
- ATC to be determined

### **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 construction of electric facilities is scheduled. There may be additional construction responsibilities that must be completed (e.g., tree trimming) before work is scheduled. Construction specifications can be found in the document's library on the TEC website. ([myenergycoop.com](http://myenergycoop.com))

### **STEP 5: CONSTRUCTION**

Once all the documents are completed and ATC is paid in full, trees will be trimmed, and poles will be set (if applicable). Member will complete meter base setting, inspections (if applicable), and open trench. Crews will complete construction, set and energize to the electric meter.