

# **Eau Claire Energy Cooperative**

Your Touchstone Energy® Partner 

## CHECK LIST FOR NEW ELECTRIC SERVICE APPLICATION

**Before facilities can be installed** to provide electric service to your account, the following must be done:

- 1. Complete an application for electric service. Premise address of the new account is required.
- 2. Provide an accurate site plan drawing. Existing sewer pipes, member wires, etc. must be exposed or marked by the owner prior to installation of electric facilities.
- 3. Meet a Cooperative representative at your new service location.
- 4. Return the easement form complete with land description and signature(s). All signatures must be *notarized*.
- 5. A meter loop must be completed and an electrical affidavit signed by the electrician. An inspection (as required by the State of WI Uniform Dwelling Code) must be completed and a "certificate of inspection" of this loop must be provided.  
All **single position meter loops** shall be minimum 200 amp capacity and equipped with **full bypass capability**.  
**\*\*If you will be connecting to any Off Peak Dual Fuel or Heat Storage programs, be sure that your electrician installs a double meter socket! A lever bypass is recommended but not required!**  
**Also, the owner or electrician must have knowledge of the required equipment for control of the Off Peak Loads. See a Load Management Representative at the Electric Cooperative for details.**
- 6. The basement must be backfilled and braced at the meter loop location, and all final excavating and rough grading completed along the cable route.
- 7. All line extension charges or other payments due the Cooperative must be paid in full prior to scheduling the installation of electric service.

UPON COMPLETION OF ALL THE APPROPRIATE ITEMS ON THIS CHECKLIST, YOU MUST NOTIFY OUR OPERATIONS DEPARTMENT (715-832-1603). EAU CLAIRE ENERGY COOPERATIVE WILL INSTALL ELECTRIC SERVICE WITHIN 10 WORKING DAYS, IF POSSIBLE.

**WINTER CONSTRUCTION CHARGE** When the Cooperative is requested to provide underground service that is scheduled for construction before **April 1** or after **November 1**, a "winter construction charge" may be collected. This charge will cover the additional cost of installing facilities in frozen conditions or the installation of a temporary overhead line until springtime construction can be completed.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_