


# ***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.
- 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. Premise address of the new account is required.
- 4. Meet a Cooperative representative at your new service location.
- 5. Return the easement form complete with land description and signature(s). All signatures must be *notarized*.
- 6. 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.**
- 7. The basement must be backfilled and braced at the meter loop location, and all final excavating and rough grading completed along the cable route.
- 8. 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 \_\_\_\_\_