



Pre-Construction – Load Checklist

Office Received Date: _____ Work Order #: _____
(ECEC Office Use Only)

Member Information

Applicant Name:

Second Applicant Name:

Current Mailing Address:

City:

State:

Zip:

Email:

Phone:

Cell Phone:

Other Phone:

Builder/Contractor Information

Company Name:

Contact Person:

Address:

City:

State:

Zip:

Email:

Cell Phone:

Phone:

Electrician Information

Company Name:

Contact Person:

Address:

City:

State:

Zip:

Email:

Cell Phone:

Phone:

Building Site Information

Address/Street:

City/Town/Village:

County:

Tax Parcel ID #:

Lot Number:

Sq. Footage of Building:

Building Type:

☐ Camping Service

☐ Factory Built Structure

☐ Garage/Outbuilding

☐ Framed Construction

☐ Mobile Home

Est. Delivery Date: _____

☐ Multi-Unit Building

☐ Multi-Service Cell Tower

FCC #: _____

Do you own the property?

☐ Yes

☐ No

Current Construction Stage:

☐ No Start

☐ Framed

☐ Excavated

☐ Backfilled

☐ Fully Enclosed

☐ Meter Socket Installed

☐ Capped Basement

Responsible Party Information (Please select one for each statement)			
	Homeowner	Builder/Contractor	Electrician
Who is the main contact/responsible party during construction?	☐	☐	☐
Who is responsible for charges?	☐	☐	☐
Who is responsible for electric installation, inspections, and affidavit?	☐	☐	☐

Electric Service Requirements	
Service:	
☐ 100 Amps ☐ 200 Amps ☐ 320 Amps ☐ Other: _____ ☐ Multi Meter Gang Socket – # of sockets: _____	
Voltage: ☐ 120/240 ☐ Other: _____	Estimated date electric service will be needed: _____

Load Information (Indicate if equipment is planned as electric)			
☐ Heating	☐ Water Heater	☐ Washer/Dryer	☐ Hot Tub
☐ Window A/C	☐ Central Air	☐ Car Charging Station	☐ Sauna
☐ Fireplace	☐ Heat Pump	☐ Welder	☐ Equipment with 2HP+ Motor: _____
☐ Range	☐ Pool	☐ Compressor	☐ Other: _____

Additional Comments

Estimates provided are only valid for the current construction season. If job is done during our non-construction season (November – April), additional charges will apply.

BEFORE ENGINEERING CAN BEGIN

- Application for Service**
 The application for service must be completed in entirety and is required to meet membership obligations.
- Preconstruction - Load Checklist**
 ECEC requests some basic information about the electric load you plan to have at your site. This helps us properly size facilities to meet your demands. Your electrician may be able to help you complete the service requirements portion.
- Site Plan**
 This is a drawing or sketch of your property. To properly design your new electric service and choose the best path for buried electric cable, ECEC must know ahead of time where you wish to place your meter. Identify as many things as possible. It is important for us to know the location of all existing and future facilities, structures, and other potential obstructions. Clearly mark a meter point at your site for ECEC to measure from. Consult with your electrician or building contractor regarding potential meter locations. If you need assistance in choosing a meter location, an ECEC Operations Technician can meet with you on-site to discuss location options.
- All three forms must be received at our office or delivered to the Operations Technician during site visit.

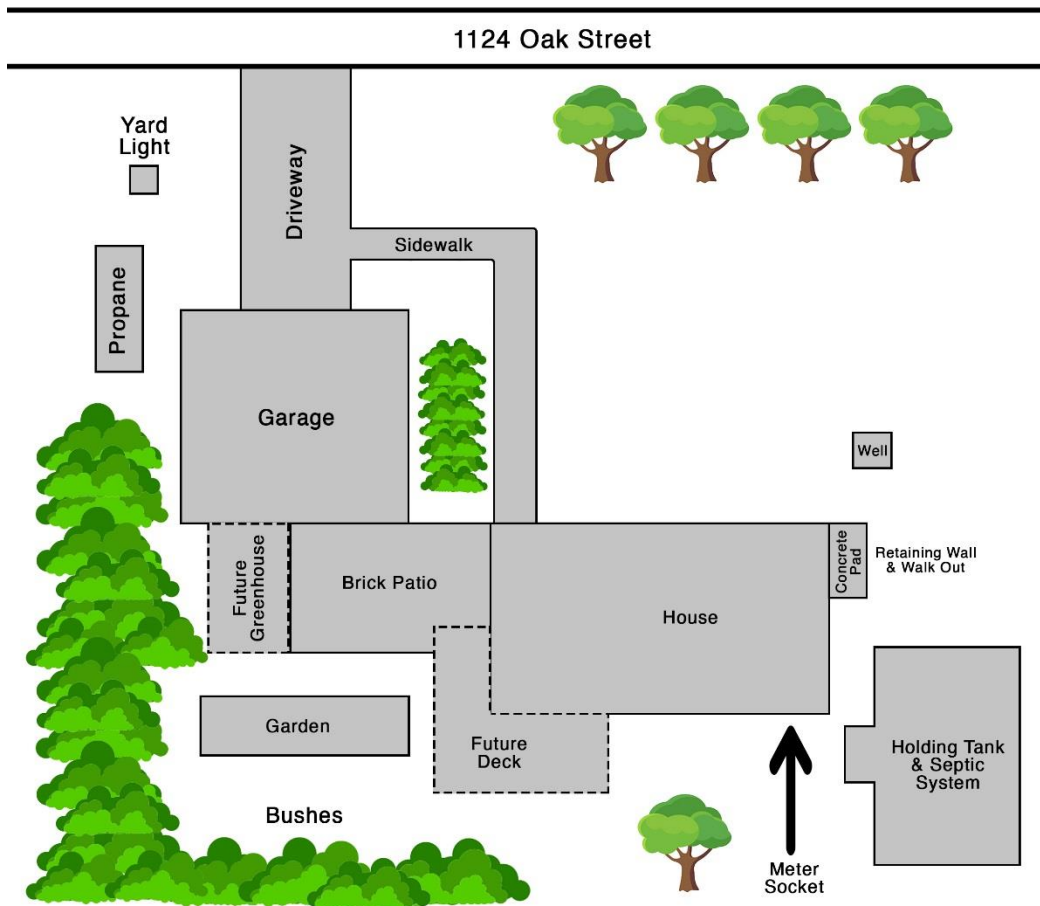
BEFORE ELECTRIC SERVICE CAN BE INSTALLED

- The site must be backfilled to within 4 inches of final grade.
- The service route must be cleared – 10-foot-wide path cleared of all brush, etc.
- The electric meter base must be installed and inspected per ECEC’s service requirements.
- Any member owned underground facilities must be marked and/or exposed.
- Septic systems must be mark by the member and septic pipes exposed if they need to be crossed.
- All forms, fees, and inspection must be received at our office.

Site Plan

Member Information		
Member Name:	Property Address:	
City:	State:	Zip:
Additional Comments		

See sample site plan sketch below. Complete your sketch on the reverse side or attach site plan. Reminder – a clear 10' path is required to install and maintain your electric service. Please be as detailed as possible.



Items that should be identified:

- **Meter Socket (place marker at the site as well)**
- House
- Accessory Building/Garage/Pole Shed
- Septic System/Mound System/Drain Tiles
- Well/Water Lines/Sprinkler Systems
- Phone/Cable or Satellite TV Lines
- L.P. Tanks/Gas Lines
- Deck/Patio/Swimming Pool
- Cement or Blacktop
- Driveways/Sidewalks
- Landscaping (trees, retaining walls, fencing)
- Steep Hills or Wetlands
- Yard Light