

NEW SERVICE GUIDELINES

Submit the new service application/information forms including the following:

- _____ Submit a deed or current property tax statement. If you are building in Wisconsin, please provide the Parcel Identification Number (PIN#) if it is not listed on the deed or tax statement.
- _____ Provide the name of development, lot and block, if applicable.
- _____ Provide the name of your electrician.
- _____ Indicate whether you would prefer overhead or underground service, single or three phase, and service size.
- _____ Indicate any electric space heating/cooling or water heating programs you intend to participate in, or if you would like to discuss options with an ECE energy services specialist.
(It is important that any electric heating system installation be determined before service is designed as this could impact the size and design of your new electric service)
- _____ Submit a site plan that indicates the location of the structure, sewer, well, driveway and where you would prefer the meter to be located. For example: On the house, pole, or meter pedestal. ECE will then schedule a staking engineer to measure footage, calculate charges, mark the exact location of pole or transformer, and determine if any permits or easements are required.

Completion of the above steps will initiate staking engineer site visit:

- _____ Following site visit by staking engineer, complete all requirements on the *New Service Checklist* provided by the staking engineer.
- _____ Submit a *Request for Electrical Inspection*. This will be provided by your electrician and is required if you are building in Minnesota.
(for self wire Minnesota and Wisconsin requirements, see self-wiring responsibility section below)
- _____ All charges must be paid in full and all permits and easements received (if required) before your new service or service upgrade can be released for construction.

Self-wiring responsibilities are as follows:

- _____ Inform ECE when the meter socket is installed, the secondary line is connected in the meter socket and plowed to our transformer location or pole site. Provide 30' of excess line for a pole top connection, 10' of excess line for connection to an underground transformer.

_____ For Minnesota - Submit a Request for Electrical Inspection (affidavit). As of 7/1/2007, affidavit forms, instructions and fee schedules are available at www.electricity.state.mn.us, or can be provided by ECE on request. The completed form is filed with the State Dept. of Labor and Industry, a copy must be sent to ECE, and the homeowner should retain a copy for their records. A street address of the new service location must be included on the completed form. All self-wiring jobs require inspection and approval by a state electrical inspector prior to installation of a new service.

_____ Wisconsin- UDC* - Submit WI Uniform Building Permit application to the inspection agency contracted by the governmental authority (municipality, county, or state) having jurisdiction. A contact list by municipality is available at: <http://www.commerce.state.wi.us/SB/SB-UDCProgram.html>, or ECE Superior Service Center: 715-399-6166, or 715-399-6162. This form is provided by the governmental authority or inspection agency. Service must be inspected and approved by the inspector prior to installation.

_____ Wisconsin- non UDC** - Submit a wiring affidavit to ECE stating compliance with WI and national electrical code prior to installation.

* Uniform Dwelling Code (UDC) services: Any one or two family dwelling that does not fall under category 3 or 4 below.

** Non-UDC services:

1. Alterations or additions to existing dwellings. (602's, or existing service upgrades)
2. Manufactured homes regulated by the federal government.
3. Dwelling that were issued a WI (UDC) permit prior to 1/1/05 and footings & foundation are completed within 2 years of permit issuance.
4. Dwellings that have had their footing & foundation completed prior to 1/1/05.
5. Commercial, agricultural, or residential outbuildings.

TO HELP US EXPEDITE YOUR NEW SERVICE, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. BE SURE TO PROVIDE HOME, WORK AND CELL PHONE NUMBERS SO THAT WE CAN REACH YOU IF WE HAVE ANY QUESTIONS OR CONCERNS REGARDING THE CONSTRUCTION OF YOUR NEW SERVICE.

Updated 06/27/07