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## 2. Permits and Applications

### 2.1 Codes, Ordinances, and Tariffs

The construction of new or remodeled installations and the maintenance of electrical facilities shall conform to all applicable codes, provisions, rules, ordinances, and requirements set forth by governments, agencies, and the Power Company.

### 2.2 Rights-of-Way

The applicant shall provide, without cost to the Power Company, all permits, rights-of-way, and easements required for the installation and maintenance of the electrical facilities that serve the applicant. In new subdivisions, a Public Utility Easement (PUE), 10 feet wide, is typically required; all other easements, permits and rights-of-way shall be on forms approved in advance by the Power Company. Safe, unobstructed access shall be provided to the Power Company at all times.

The Power Company may install, maintain, and operate its equipment above- and below-ground within PUEs. This allowance includes the right of access and the right to require removal of any obstructions, including structures, trees, and vegetation. The Power Company may require the lot owner to remove obstructions within the PUE at the lot owner's expense, or the Power Company may remove such obstructions at the lot owner's expense. At no time may a permanent structure or obstruction be placed within the PUE without the prior written approval of the Power Company and all other utilities with facilities in the PUE.

### 2.3 Application for Service

The applicant shall provide accurate load information and the requested service date to the Power Company in a timely manner. Requests for service to commercial and industrial customers normally require advanced planning by the Power Company. All applicants shall give a 60-day minimum lead time prior to starting construction. Commercial and industrial customers, and other installations requiring special transformers or other equipment not in stock, may require a six-month lead time or longer.

**Application for a new service can be completed by calling 1-800-469-3981**, or by applying online at: [www.pacificpower.net/buildersrequest](http://www.pacificpower.net/buildersrequest) or [www.rockymountainpower.net/buildersrequest](http://www.rockymountainpower.net/buildersrequest).

A site address and billing address are required at the time the application is made.



## 2.4 Electric Service Requirement Agreement

Following the application for service, a Power Company representative will contact the customer to coordinate a site meeting. Customers shall supply documentation on ownership of the property and a legal description of the property. Customers shall provide a plot plan that shows the preferred service and meter locations. For new subdivisions, a municipally-approved plat map and CAD drawing(s) shall be submitted to the Power Company representative.

Non-residential applicants shall also indicate the secondary voltage requested and shall provide all load information (on Power Company load sheets) including lighting, water heating, cooking, space heating, air conditioning (HVAC in tons), and motor loads; plot and site plans; and electrical one-line drawings.

The customer will be given a proposed Electric Service Requirements Agreement (ESRA) that describes specific installation details. This agreement will be provided by a Power Company representative during the design process and must be signed by the customer or their designee before work proceeds.

If changes in the ESRA are requested, the customer shall give written notice to the Power Company of the proposed changes, which must be approved in writing by the Power Company before they will become effective.

## 2.5 Permits

Local ordinances or state laws require applicants to obtain appropriate permits before the Power Company establishes service. This may include approval of an electrical installation by the authority having jurisdiction. In addition to the specific requirements of this manual, approval for service will be granted, and the service connection will be scheduled, only after all necessary permits have been obtained.

