

Developer and New Service Checklist

- Initiate a request by calling Pacific Power at **1-800-469-3981**. All activities associated with your project will be tracked with the work request number provided. It will be helpful to have a copy of the Electric Service Requirements (ESR) guidelines. They are available at **pacificpower.net/con/esr**
- After you have obtained your work request number, you will be contacted within two business days by Pacific Power to set an appointment with you to meet with the assigned estimator and discuss your project.
- When you meet with the estimator, please have the following items:
 - Completed customer information and Load sheet (form attached).
 - Copy of **approved** plan set.
- Email a copy of the AutoCAD file of your plan set to your assigned estimator.
- Once the necessary information is received, the estimator will begin the design process which can take up to 60 days. When your design is completed, you will receive a contract for your signature and for payment of any fees. You must submit a signed contract and any required fees within 90 days of the date on the contract or your project may be closed. If it becomes necessary to update, change or redesign your project, you will be responsible for all associated fees.
- Appropriate easements need to be provided on Pacific Power documents to the estimator.
- Materials are ordered upon receipt of signed contracts and any required payment. Lead times for material vary and may be as long as 20 weeks.
- Permits are applied for upon receipt of signed contracts and any required payment. Once permit is received a preconstruction meeting shall be arranged so trenching and/or vault system work can begin.
- The estimator will provide the conduit and vault plan. All trench, conduit, and vault system work must be inspected upon customer request and approved by Pacific Power before backfill.
- Pacific Power will schedule work on your site when all customer responsibilities have been met. Scheduling is 2 – 4 weeks out.

If you have any questions, please contact the estimator assigned to your project

Key Points to remember

- Ensure meter locations meet Electric Service Requirements (ESR) guidelines
- Ensure transformer locations meet the ESR.
- Install trenches and road crossings that match job design and are at proper depths with approved backfill.
- Ensure conduit is not plugged or broken and has no more than (3) – 90 degree bends.
- Install approved conduit with mule tape or pull rope capable of 500-pound test.
- Meter base is Pacific Power ESR approved.
- Ensure address labels are on each meter for multi-meter panels.
- Ensure you have a copy of the Electric Service Requirements.

Please complete this form and return to the Estimator assigned to your job

Business Information

Business of Customer Name: _____
 Request Number: _____
 Address: _____
 Person responsible for advance and contract billing (if different than monthly billing customer):
 Name: _____ Address: _____ Phone No.: _____
 E-mail Address: _____ Fax No: _____
 Building Square Footage: _____ *Note: breakdown into use (i.e.: office, warehouse)*
 Hours of Operation (include days & hours): _____

Service Description

Desired Secondary Voltage: 3 Phase 120/208v 3 Phase 277/480v
Note: Not all voltages may be available 1 Phase 120/240v 1 Phase 120v Only Other _____
 Panel Size (in Amps): _____ Total number of meters: _____
 Nearest Pole or Equipment number: _____ Type of Service Desired: Overhead Underground
 Electrical Contractor: _____ Phone No.: _____

Load List (attach additional sheets if necessary)

Description	Phase and Voltage	New Load to be added	Load to be removed	Total Connected Load after changes	Unit
HVAC (name plate rating)					Tons*
Refrigeration Equipment					Tons*
Total (do not convert to kW) :					Tons
Exhaust Fans					HP
Gas/Fuel/Sump Pump					HP
Small Motors					HP
Air Compressor					HP
Swimming Pool					HP
Largest Motor (not included above)					HP
Total (do not convert to kW) :					HP
Electric Heat					kW
Water Heating					kW
Lighting					kW
Outlets					kW
Office Equipment					kW
Kitchen Equipment					kW
Computers, Magnetic Power Supplies					kW
Machinery					kW
Thermoplastic Injection Equipment					kW
Elevators					kW
Boiler					kW
Snow Melting					kW
Signs					kW
X-Ray Equipment					kW
Washer/Dryer					kW
Miscellaneous					kW
Heat Exchanger					kW
Humidifier					kW
Future					kW
Total:					kW

It is important to provide the most accurate information available, as it is used by the Estimator to design PacifiCorp's facilities and determine the customer's costs. Please sign and date this form before giving it to your estimator.

Customer Signature _____

Date _____

- Note:**
- You may wish to consult a trained professional (electrician, engineer, etc.) prior to providing the information to your estimator.
 - Commercial metering can have many restrictions that should be discussed with the estimator prior to the purchase and installation of your metering equipment. There are also restrictions regarding master metering. If your plans call for master metering, please discuss this with your estimator.
 - Motors larger than 35hp three phase or 5hp single phase will require approval by our engineering department prior to installation in order to determine the acceptable starting current.
- * Tons = BTUs/12,000