

## 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/esr](http://pacificpower.net/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.
  - 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.