

Pre-Construction – Load Checklist

Office Received Date: _____ Service Order #: _____
(ACEC Office Use Only)

Member Information			
Applicant Name:		Second Applicant Name:	
Current Mailing Address:	City:	State:	Zip:
Providing an email address allows ACEC to send courtesy notifications about the status of your electric service installation			
Email:	Would you like to receive your paperwork via email? ☐ Yes ☐ No		
Phone:			
Cell Phone:	Other Phone:		
Builder/Contractor Information			
Company Name:		Contact Person:	
Address:	City:	State:	Zip:
Email:			
Cell Phone:	Phone:		
Electrician Information (if different than builder/contractor)			
Company Name:		Contact Person:	
Address:	City:	State:	Zip:
Email:			
Cell Phone:	Phone:		
Site Information (Clearly mark a meter point at your site for ACEC to measure from)			
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?	☐	☐	☐

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	☐ Grill	☐ 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 may apply.

BEFORE ENGINEERING CAN BEGIN

- Application for Service**
 The application for service must be completed in entirety and is required to meet membership obligations.
- Load Checklist**
 ACEC 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, ACEC 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 ACEC to measure from. Consult with your electrician or building contractor regarding potential meter locations. If you need assistance in choosing a meter location, an ACEC Distribution Design Technician (DDT) can meet with you on-site to discuss location options.
- All three forms must be received at our office before a site visit will be done.

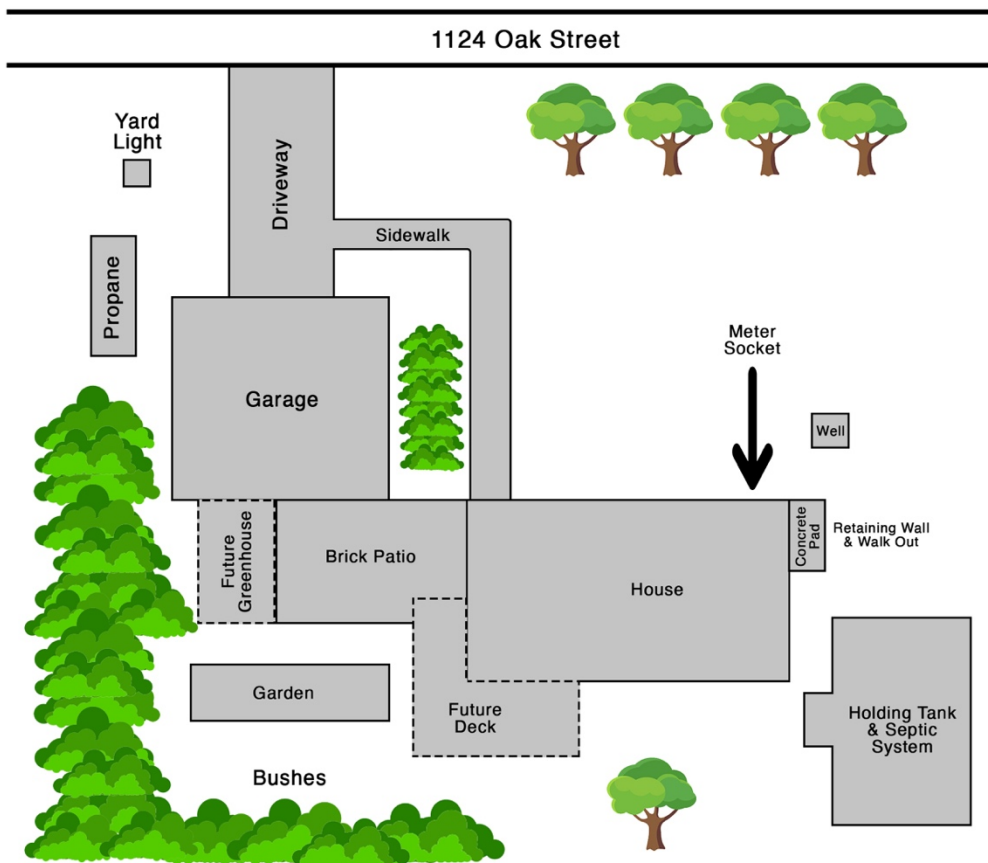
BEFORE CONSTRUCTION CAN BEGIN

- 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 ACEC’s [Service Requirements](#).
- Any member owned underground facilities must be marked and/or exposed.
- 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. Reminder – a clear 10' path is required to install and maintain your electric service.



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