



## New Service Checklist

### Paperwork:

- New Construction Worksheet – Contractor’s Name, Electrician’s Name, Property information
- Residential or Business “Membership” Application – A social security number is required for a credit check
- Terms and Conditions for membership
- Deposit Explanation Letter – A deposit may be required before service is energized
- Easement – if applicable
- Liability Release
- Staking Fee Invoice
- Electrical Affidavit

**Initial Appointment Requirements:** (The following must be completed/determined and returned to our office before an appointment can be scheduled)

- Staking Fee Payment made
- New Construction Worksheet completed
- Membership Application completed
- Meter Site determined
- Septic system site determined (if applicable)

Once all the above are completed/determined and returned to our office, we will call you to set up your initial appointment with our staking technicians. Each job is afforded two site visits by Pierce Pepin staff. If your job requires more than two visits, it is at the sole discretion of Pierce Pepin to charge an additional fee of \$200.00 per added visit.

**New Service Installation:** (The following **must be completed before** your service can be scheduled for installation. **If these items are incomplete, service installation will be delayed.**)

- All fees paid – cost estimate fees
- Liability Release
- Easement (if applicable)
- Meter socket (lever-bypass required) ready (Must always remain accessible to Co-op employees)
- Electrical Affidavit – filled out by a licensed electrician, signed, and returned. UDC inspection signed and returned – when required
- Site to grade
- Be sure cable route is clear of all obstructions.

Once you can check all the boxes above you will be ready for service. Please let Pierce Pepin know when you have this checklist completed. If you have questions, please feel free to call our office at (715) 273-4355 or at 1-(800) 924-2133

Pierce Pepin Cooperative

Jill Polhamus

Member Services Representative

jpolhamus@piercepepin.coop