

# **Engineering Load sheet for New Residential Services**

*\*Please print clearly\**

**Note: THIS FORM IS NOT AN APPLICATION FOR ELECTRIC SERVICE**

Full Name*: _____	Date: _____
Email Address*: _____	Mobile Phone*: _____
Mailing Address*: _____	Home Phone*: _____
City, State, Zip*: _____	Work Phone*: _____

\*Note: Your information is used for Official UCEMC functions only.

Address of Requested New Service: _____
City, State, Zip code: _____
General Contractors Name: _____
Electrical Contractors Name: _____

### **Assessment Questions**

Are you the Property Owner?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Is there already a power line on the property?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Will you be living at this location for at least 10 months out of each year?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Will you have a septic or sewer system installed?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
What is the square footage of the Building? :	ft <sup>2</sup>	
(Opt) What is your nearest neighbors' address? :		

### **Service size and type**

Service Size	<input type="checkbox"/> 200Amp	<input type="checkbox"/> 400Amp	<input type="checkbox"/> 600Amp	Other - explain:	
Type of Service	Residential & Double Wide	Single Wide Mobile Home	Commercial /Industrial	Barn/Elec Fence/Oil pump	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the <b>Secondary Service</b> be Overhead (OH) or Underground (UG)					<input type="checkbox"/> OH <input type="checkbox"/> UG
Will the <b>Primary Service</b> be Overhead (OH) or Underground (UG)					<input type="checkbox"/> OH <input type="checkbox"/> UG

### **Loading Information** *(List all of the below that applies to you)*

Load type	Electric	Gas	Electric Load	Details
Heater	<input type="checkbox"/>	<input type="checkbox"/>	kW	Including heat pump heat strips
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Ton	
Vehicle(s)	<input type="checkbox"/>	<input type="checkbox"/>	#	_____Quantity of Electric vehicles
Stove	<input type="checkbox"/>	<input type="checkbox"/>		
Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	kW	

Notes:

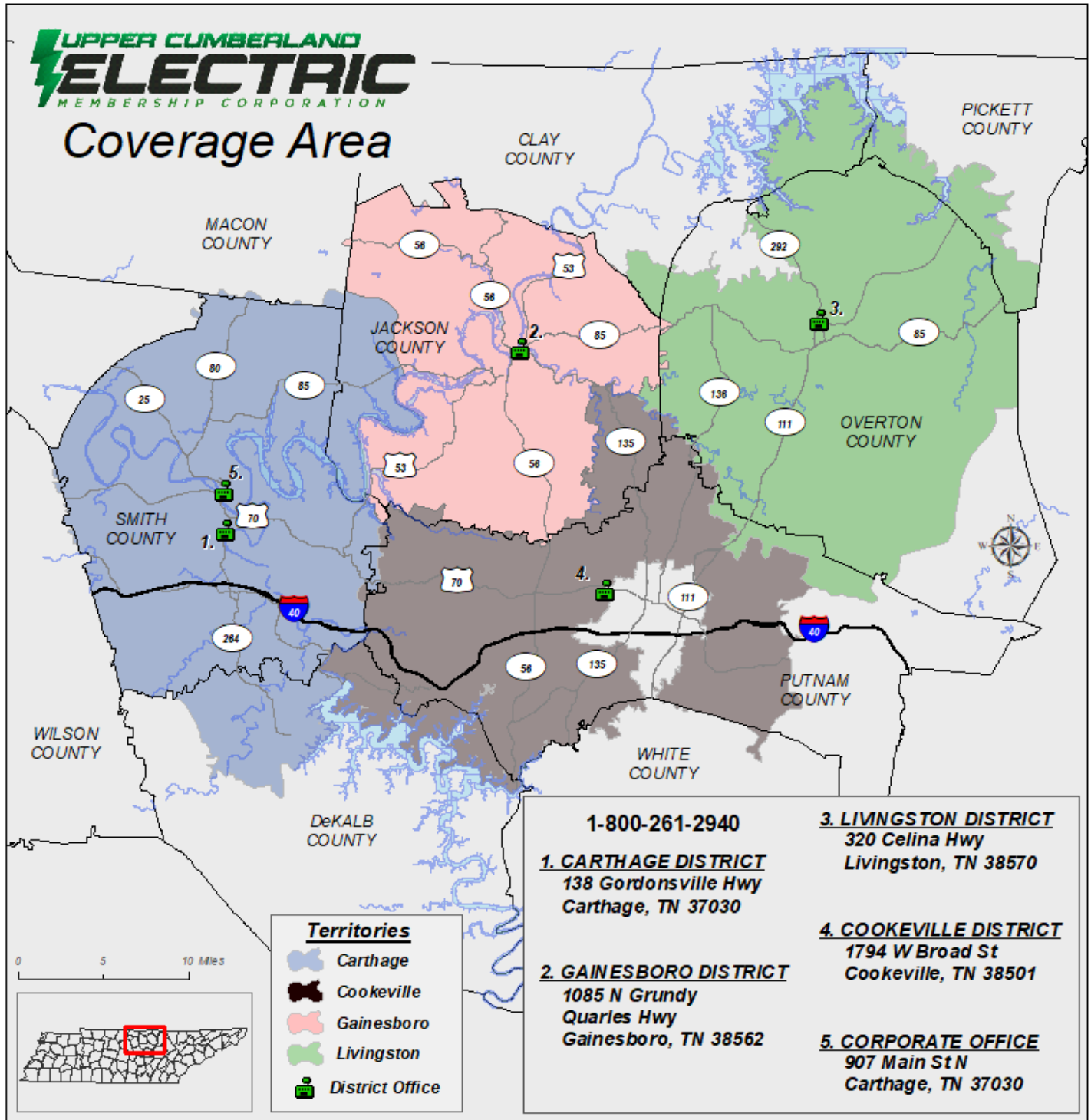
For **Commercial and Industrial Customers**, fill out the Commercial and Industrial Load sheet.

Please Initial to signify you have received the New Services Info Packet.    Initials: \_\_\_\_\_

# Information Packet for New Residential Services

The purpose of this packet is to explain the process of getting a new electric service installed at a new location. This document explains the process and the requirements at each milestone and gives you the contact information of the individuals who you need to notify upon completion of each requirement. The district office's contact information is displayed in the map below.

Upper Cumberland Electric Membership Corporation (hereafter UCEMC) has proudly provided members in Clay, DeKalb, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, White, and Wilson Counties with electric service for over 80 years.



# Requirement Definitions

**Easement (ROW):** To fulfill legal requirements on any job where Upper Cumberland Electric Membership Corporation is installing powerlines onto private property, **a signed and notarized** easement is required. This easement **must be recorded** at the local county Register of Deeds **before** any construction can begin. The member is responsible for collecting all required signatures and delivering the easement ('s) to a district office. Additionally the member must pay the local recording fee ('s).

**Aid-In Construction Charge and Agreement:** This is the cost that you as a member are required to pay to cover “your portion” of the costs to extend the power lines. This charge is calculated by UCCEMC engineering with regards to each construction type and circumstance using approved board policies. Under no circumstances are these policies individually amendable or discriminatory in nature. UCCEMC will require an Aid-in Construction Agreement be signed at the time when you pay the aid charge.

**Vegetation Right of Way (R.O.W.):** For any job where an additional overhead electric power line is installed, a pathway for the overhead power line extension must be cut and cleared of all vegetation capable of growing into the power lines or falling onto the power lines. UCCEMC requires that the pathway meet the UCCEMC adopted RUS specifications of 20 feet from the center line to the sky on each side of the power line. This requirement is in addition to any “Dangerous” trees or branches that could be reasonably capable of falling onto the power lines despite being outside of 20 feet. Ask an engineer for the R.E.A. specification that visually represents this requirement.

**Electrical Permits & Inspections:** In order for UCCEMC to connect your temporary or permanent electric service, you must have an electrical permit and a subsequent electrical inspection performed. After the electrical inspector has applied a seal signifying a passed inspection on the meter base UCCEMC can install a meter in the base. All temporary and permanent electric services must be built in accordance with the UCCEMC specifications, and you may request a copy of the specification from the engineer.

**Septic Permit/Sewer Application:** Any member wishing to qualify a new electric service as a “Residence” will need to provide a ground water protection (septic) permit or a letter from the city/municipal stating that you have applied for sewer service as a verification.

**911 Address:** UCCEMC requires a 911 address for any new residential location. We have included for your convenience the location and a contact number for many of the 911 Addressing offices for each area in the back of this document. Please note that many counties require septic/sewer permits and building permits prior to receiving a 911 address.

**Deposit:** UCCEMC’s residential deposit policy is based on a (no cost to the member) credit evaluation. Depending on the results, a deposit could be required that covers some of the cost of electric services that could potentially be used prior to final disconnect. All non-residential services have a minimum deposit of twice the highest bill in the last 24 month period or as calculated by engineering for new services.

**Application for Membership:** Visit your local UCCEMC district office to meet with a customer service representative in order to establish an account and pay the UCCEMC membership fee of \$5. Due to new identity theft protection guidelines enacted by the Federal Trade Commission, UCCEMC now requires two forms of identification when opening a new residential account. The preferred ID’s include a government issued photo ID (drivers license, military ID or Passport) and a Social Security card to verify your social security number.

# General Process for a new Electric Services

## 1-Obtain a septic or sewer permit and a 911 address.

This requirement only applies if you are building a new residential building. Generally you may obtain your new address at your county's local E-911 center. To get a 911 address, you may be required to apply for a septic permit or a sewer application, and/or a building permit. When you have completed the items that apply for your area, you will be ready to request electric service from UCEMC.

## 2-Visit your nearest district office.

### a. Speak with a UCEMC Engineer.

You can contact them over the telephone by calling the district office number and asking the customer service representative to speak with "engineering" or if you would like to meet in person you can come by the Carthage district office or the Cookeville district office between the hours of 2-3 PM Monday through Friday excluding holidays and days when we have large scale power outages.

Carthage District	Cookeville District
Phone#: 1 (800) 261-2940	Phone #: 1 (800) 261-2940
Address: 138 Gordonsville Hwy	Address: 1794 W Broad Street
Carthage, TN 37030	Cookeville, TN 38501

Our engineers will meet with you to discuss your options like overhead or underground and may plan a site visit with you to discuss your situations particularities.

### b. Complete an application for service.

You must fill out the application for service, and pay the membership fee (\$5). This will get your information in our software system **be sure to use the same name throughout this process.**

## 3-Conduct the first site visit.

The initial site visit is to plan out a route for the new power lines, identify who we will need easements from, explain the requirements and answer any questions you might have. The work flow varies for each situation so the engineer will guide you through the steps of the project. To expedite this process you will need to show plans and evidence of construction such as completed load sheet poured footers/slabs, a staked out floor plan, and septic permit or sewer application in hand for residential buildings etc. You cannot build underneath an existing powerline. **If the above requirements are completed, or inapplicable to your situation then the engineer can stake the job and create the work order on their first visit.**

## 4-After the site visit.

### a. Cut the tree(s).

You must clear the right of way, of all vegetation that could grow into or fall onto the power lines. Depending on the job the engineer may ask for the trees to be cut prior to the job being designed. UCEMC requires 40 feet of right of way for primary overhead line extensions, 20 feet on each side of the center line.

### b. Collect Easement(s) and deliver them to UCEMC.

**It is your responsibility to get the easements for both your property, and all of the other required properties. They must be notarized.** The easements give UCEMC legal right to be on the property in order to construct and to maintain our electrical distribution facilities.

## 5-Conduct the second site visit. (as required)

A second site visit may be required if one of the requirements was not met on the initial site visit. Therefore to expedite the process, we recommend fulfilling all requirements prior to the first site visit. Call the UCEMC engineer when the requirements are fulfilled for the second site visit as needed.

## 6-Visit your district office. (again)

### a. Deliver the Easements signed and notarized.

When you have the signed and notarized easement(s), bring them to a UCEMC district office. If needed you can ask your neighbors to come by the office and sign the easements with our notary. You must pay the recording fee for all easements which covers the county's fee to record.

### b. Pay the Aid of Construction Charge/Sign an Agreement.

If the job requires an Aid of Construction Charge, then this will be the time to pay that charge. An engineer will notify you of what the charge is after the work order has been created. Wait until you hear from the engineer to come by the district office to pay the charge. The customer service representative will require you to sign an Aid-In Construction Agreement at this time.

### c. Apply for the Meter.

At this time, you will fill out the Meter Application form and pay a meter set fee. UCEMC will run a credit check, at no cost to you, to determine if you will be required to pay a deposit.

### d. Pay your deposit. (as required)

Dependent upon the results of a no-cost-to-you credit check, you might be required to pay a deposit or increase your existing deposit.

## 7-Coordinate with the local District manager.

District managers are responsible for scheduling jobs to be worked. The best way to contact them is by calling your local district office and asking to speak with them or by leaving them a voicemail with **your name, the location of the job** and **your phone number** should they be unavailable. If the district manager has not received your work order or isn't knowledgeable about your job, then you need to contact engineering to determine what requirement is holding up your job.

### a. Electrical Permits.

You will need to acquire an electrical permit in order to have an inspection.

### b. Electrical Inspections.

Electrical inspections must be passed before UCEMC can connect your service on both a temporary and a permanent meter base installation. You will need to call in and **notify the district manager** that this requirement has been met. Temporary service inspections are good for one year and must be renewed or disconnected by UCEMC at that time. A service release for a permanent meter base, installed on an unfinished home, is acceptable for 45 days and then it must be renewed or UCEMC must pull the meter. The renewal process must be completed until you have passed your final electrical inspection.

### c. Coordinate with UCEMC for underground installations.

Schedule with the district manager when you plan to have your ditches opened. If you open the ditch without coordinating with the district manager, you will be required to drain any water or repair the ditch if it no longer meets the ditch specifications. **UCEMC will not drain the ditch.**