

Local People. Local Power.



HOME CONSTRUCTION PACKET

ucemc.com





Checklist

Obtain or verify property's 911 address.

Fill out the engineering load sheet and turn in to UCEMC Engineering to schedule a site visit.

Fill out UCEMC Membership Application.

Provide proof of property ownership.

Bring completed forms to a UCEMC District Office.

Obtain signed, notarized Right-of-Way Easements and deliver to UCEMC, if needed.

Pay the Aid to Construction Charge.

CONTACT US :

1-800-261-2940

VISIT US :

ucemc.com

UCEMC PROCESS FOR NEW ELECTRICAL SERVICES

QUESTIONS? CALL 1-800-261-2940. Choose "ENGINEERING" at the District office near your construction area.

A 911 ADDRESS IS REQUIRED

Refer to the district information page on how to obtain the 911 address.

VISIT YOUR LOCAL OFFICE OR SUBMIT ONLINE:

Fill out the load sheet below to begin the engineering process.

- This load sheet may be completed by your electrician and you may bring it to your local office.
- Engineering will then call to discuss. If needed, we will schedule a site visit.

SITE VISIT (if needed)

- This visit will be to conduct a plan for the new power lines. We will determine if any easements will be required, explain the requirements, and answer any questions you might have.
- Before an engineer can schedule a site visit, some evidence of construction is required: poured footers/slab, a staked-out floor plan, driveway cut-in, septic permit, or sewer application.

Note: You should not create NES (National Electric Safety) code violations by building under a UCEMC electric line.

BEFORE THE JOB BEGINS:

- Clear ROW (Rights-of-way) as instructed by UCEMC Engineer or ROW personnel;
- You must clear power lines of vegetation that can grow or fall on them. UCEMC requires 40 feet rights-of-way, 20 feet on each side of the line;
- Please contact UCEMC Engineering after the ROW has been cleared;
- You must pay any Construction fees at a UCEMC office;
- Required easements will need to be signed/notarized and the original returned to the local UCEMC office to be recorded.

Note: Easements give UCEMC the legal right to be on the property to construct and maintain our electrical distribution facilities.

It is the customer's responsibility to get all required easements signed.

BEFORE METER CAN BE SET FOR ELECTRIC SERVICE:

- Fill out an application for membership if not already a member;
- Bring in proof of ownership. For example, a copy of a deed, Bill of Sale, or a sales contract.
- If you are already a member, you need to request a connection for a *new* location;
- Pay and sign necessary Aid of Construction costs;
- Pay and sign for any easements needed. Easements must be notarized;
- Easements give UCEMC the legal right to be on the property to construct and maintain electrical distribution facilities.

It is the customer's responsibility to get all easements signed.

- You must Clear the ROW (Right-of-way) as instructed by UCEMC Engineer or ROW personnel.

COORDINATE WITH LOCAL UCEMC DM (DISTRICT MANAGER)

DM'S are in charge of job scheduling.

- You can email or call your district office. Please leave a voicemail on the DM's phone if they are unavailable;
- Leave your name, location of the job, and phone number.
- Once your job is on the schedule, the DM will have all of the overhead lines built, if applicable, and ready for the member's temporary service to be metered;
- The DM will schedule all underground services
- The customer is responsible for opening the ditch for the underground cable per UCEMC specifications. Please see **ucemc.com** for drawing;
- The customer is responsible for having the meter base attached to the structure with a long sweep 90-degree radius using Schedule 80 3" conduit from the bottom of the meter base into the ditch.
- Please see ucemc.com **Construction Portal** for drawing.

ELECTRICAL INSPECTIONS

- *You must pass a state electrical inspection* before UCEMC installs a meter that includes a temporary or permanent service. UCEMC does not inspect any meter bases; this is done only through the State of Tennessee.
- A permit must be purchased from the **State of Tennessee** to have an inspection.

To pull a permit, go to tn.gov.com or refer to the Local District Information page.

- Before getting started, if you have questions and would like to schedule a Consultation with a Deputy State Electrical Inspector, you can purchase a Consultation Permit.

Our engineering team is available to answer your questions and address your concerns at **1-800-261-2940**.

Upper Cumberland Electric Membership Corporation **(UCEMC)**

*Proudly providing electric service for members in Clay, DeKalb, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, White, and Wilson Counties
for more than 80 years.*

UCEMC Engineering Load sheet for New Residential Services

Please print clearly

Note: THIS FORM IS NOT AN APPLICATION FOR ELECTRIC SERVICE

Date (DD/MM/YYYY):

	First	Middle	Last		
Full Name:	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	Mobile Phone:	<input style="width: 100%; height: 25px;" type="text"/>
Email Address:	<input style="width: 100%; height: 25px;" type="text"/>			Home Phone:	<input style="width: 100%; height: 25px;" type="text"/>
Mailing Address:	<input style="width: 100%; height: 25px;" type="text"/>			Work Phone:	<input style="width: 100%; height: 25px;" type="text"/>
City, State, Zip	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>		
Note: Your information is used for Official UCEMC functions only					
New Service 911 Address	<input style="width: 100%; height: 25px;" type="text"/>				
City, State, Zip	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>		
General Contractors Name:	<input style="width: 100%; height: 25px;" type="text"/>				
Electrical Contractors Name:	<input style="width: 100%; height: 25px;" type="text"/>				

Assessment Questions

Are you the Propety 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 ²	
What is our nearest neighbors' address? (Opt)	<input style="width: 100%; height: 25px;" type="text"/>				

Service size and type

Service Size:	<input type="checkbox"/>	200 Amp	<input type="checkbox"/>	400 Amp	<input type="checkbox"/>	600 Amp	<input type="checkbox"/>	Other
Type Of Service:	<input type="checkbox"/>	Residential & Double Wide	<input type="checkbox"/>	Single Wide Mobile Home	<input type="checkbox"/>	Commercial / Industrial	<input type="checkbox"/>	Other
Will the Secondary service be	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Underground				
Will the Primary Service be	<input type="checkbox"/>	Overhead	<input type="checkbox"/>	Underground				

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
kW Including heat pump heat strips	<input type="checkbox"/>	<input type="checkbox"/>	Ton	
Air Conditioning	<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.