



## *UCEMC's Mission Statement*

*UCEMC is honored to be a member-owned electric service provider. Our mission is to deliver safe and reliable power at the best value to enhance life in our community.*

## New House Build

### Key steps to getting electric service

1. Obtain or verify property 911 address
2. Reach out to UCEMC engineering and fill out the engineering load sheet.
3. Fill out a UCEMC Membership Application.
4. Bring proof of property ownership to UCEMC
5. If necessary obtain signed and notarized right of way easements, and deliver them to your local UCEMC district office.
6. Pay the Aid of Construction Charge.

## Upper Cumberland Electric Membership Corporation (UCEMC)

UCEMC has proudly provided members in Clay, Dekalb, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, White, and Wilson counties with electric service for over 85 years.

We're pleased that you will be joining our family of members who depend on us for their electric service.

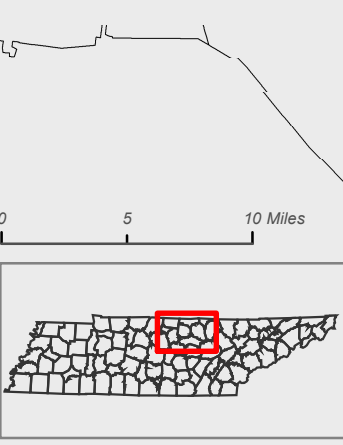
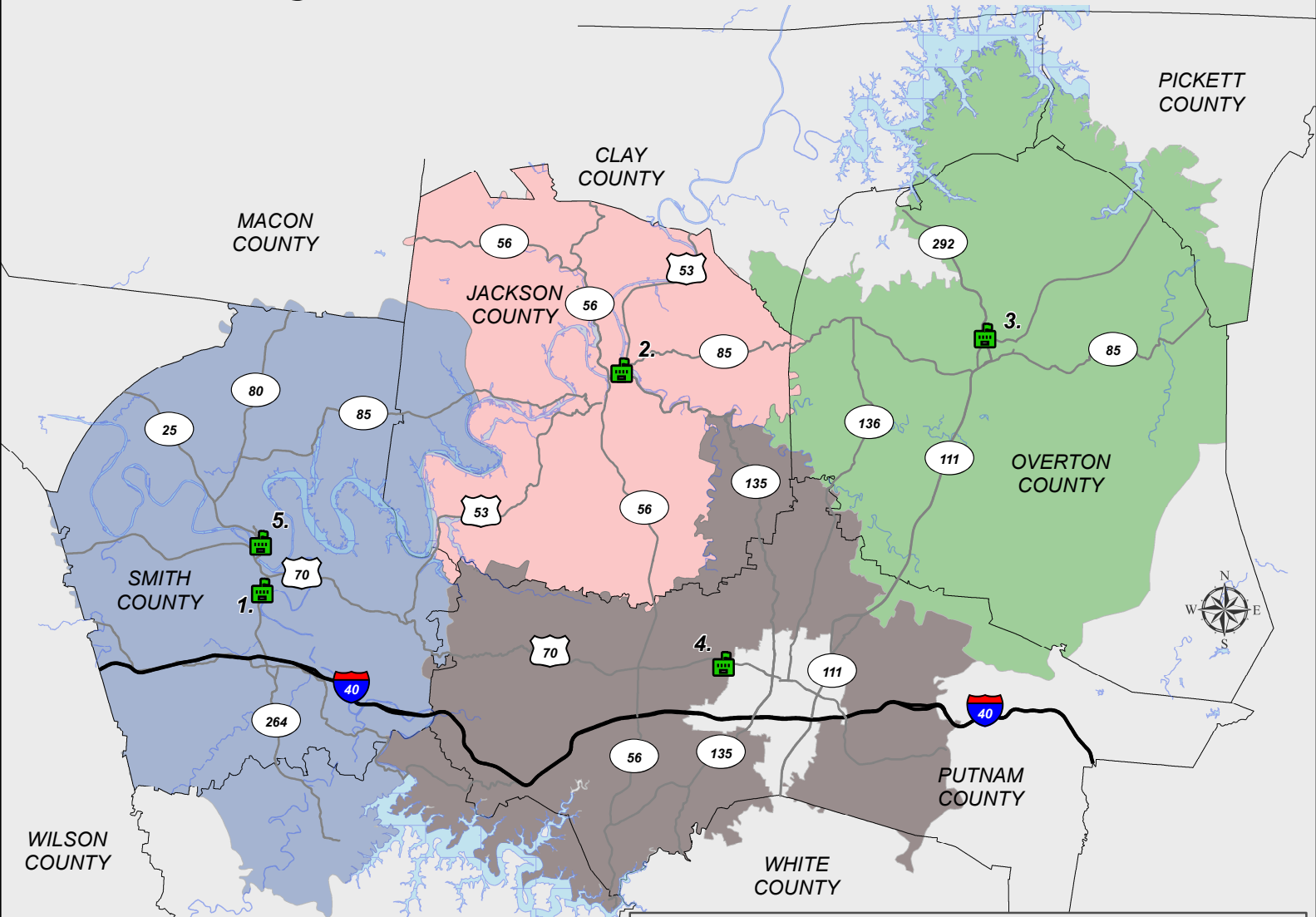
Being a cooperative member makes a difference.

UCEMC partners with TVA to make funding available for energy efficiency upgrades for homes through the TVA EnergyRight program. The rebates and incentives can help UCEMC members improve the efficiency of their new homes to better manage energy usage, energy bills and improve comfort, especially in the hot summer and cold winter months.

Partnering with TVA to bring incentives to our community makes a meaningful difference for families.

For more information on the TVA incentives, contact our UCEMC Member Service Advisor or [www.energyright.com](http://www.energyright.com)

# Coverage Area



**Territories**

- Carthage
- Cookeville
- Gainesboro
- Livingston
- District Office

**Contact: 1-800-261-2940**

<p><b>1. <u>CARTHAGE DISTRICT</u></b> 138 Gordonsville Hwy Carthage, TN 37030</p>	<p><b>3. <u>LIVINGSTON DISTRICT</u></b> 320 Celina Hwy Livingston, TN 38570</p>
<p><b>2. <u>GAINESBORO DISTRICT</u></b> 1085 N Grundy Quarles Hwy Gainesboro, TN 38562</p>	<p><b>4. <u>COOKEVILLE DISTRICT</u></b> 1794 W Broad Street Cookeville, TN 38501</p>

**CORPORATE OFFICE**  
907 Main Street N  
Carthage, TN 37030

# **UCEMC PROCESS FOR NEW ELECTRICAL SERVICES**

For basic inquiry questions, call 1-800-261-2940 and choose the Engineering Department in your area.

- **911 ADDRESS IS REQUIRED**
  - Contact the county 911 office to obtain a new 911 address
  
- **VISIT YOUR LOCAL OFFICE OR SUBMIT ON-LINE ([www.ucemc.com](http://www.ucemc.com))**
  - Fill out the load sheet paperwork to get the engineering process started.
    - This load sheet might need to be completed by your electrician. Once completed you may turn it back in to your local office.
    - Engineering will then call to discuss. If needed, they will schedule a site visit.
  
- **SITE VISIT (only if required)**
  - Before an engineer can schedule site visit, some evidence of construction is required. This can include poured footers/slab, a staked-out floor plan, or driveway cut in.
  - 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.
    - Note: You should not create NES (National Electric Safety) code violation by building under a UCEMC electric line.
  
- **THINGS THAT HAVE TO BE COMPLETED BEFORE JOB IS TO BE WORKED**
  - Clear ROW (Right of way) as instructed by UCEMC Engineer or ROW personnel.
    - Any vegetation that can grow into, or fall on, power lines must be cleared out. UCEMC requires 40 feet of right of way, 20 feet on each side of the line.
    - Please contact UCEMC Engineering after the ROW has been cleared.
  - Any Construction fees will need to be paid at a UCEMC office.
  - Any easements that are required will need to be signed/notarized and the original returned to UCEMC to be recorded. This can be done at UCEMC office.

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

*It is the customers responsibility to get all required easements signed*
  
- **BEFORE METER CAN BE SET FOR ELECTRIC SERVICE**
  - Fill out application for membership if not already a member
  - Bring in proof of ownership. Ex: Copy of deed, Bill of sale, sales contract, etc.
  - If a member you need to request a connection for new location

- Pay and sign necessary Aid of Construction costs
  - Pay and sign for any easements needed (Easements must be notarized)
    - Easements give UCEMC legal right to be on the property in order to construct and to maintain electrical distribution facilities.

*It is the customer's responsibility to get all easements required signed*
  - Clear ROW (Right of way) as instructed by UCEMC Engineer or ROW personnel.
- **COORDINATE WITH LOCAL DM (DISTRICT MANAGER)**
    - District Managers are in charge of job scheduling.
      - You can email or call your district office and leave a voicemail on the District Managers phone if unavailable.
        - Leave Name, location of job, and phone number.
      - All underground services will be scheduled by the District Manager.
        - Customer is responsible for opening ditch for underground cable per UCEMC specifications. (see [www.ucemc.com](http://www.ucemc.com) for drawing)
        - Customer is responsible for having meter base attached to the structure with a long sweep 90 degree radius using Schedule 80 3" conduit from bottom of meter base into ditch. (see [www.ucemc.com](http://www.ucemc.com) for drawing)
- **ELECTRICAL INSPECTIONS**
    - You must pass state electrical inspection before a meter will be installed by UCEMC, this includes a temporary meter or permanent service. UCEMC does not inspect any meter bases, this is done only through the State of Tennessee.
      - A permit has to be purchased from State of TN to have an inspection.
      - To pull a permit go online on [www.tn.gov.com](http://www.tn.gov.com).
    - 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 for this.
- **PERMITS AND INSPECTIONS**
    - State Electrical Permits
      - Consultation (Optional)
      - Temporary Service Pole Inspection
      - Electrical Rough In Inspection
      - Service Release (Optional & Good for 45 days)
      - HVAC Inspection
      - Final Inspection

# UCEMC Engineering Load Sheet for New Residential Services



Note: This form is not an Application for Electric Service

Please print clearly

	First	Middle	Last		
Full Name				Date	
Email Address				Mobile Phone	
Mailing Address				Home Phone	
City, State, Zip				Work Phone	
<b>Note: Your Information is used for official UCEMC business only</b>					
New Service 911 Address					
City, State, Zip					
General Contractor Name					
Electric Contractor Name					
<b>Assessment Questions (Check Yes or No)</b>				<b>Yes</b>	<b>No</b>
Are you the Property Owner					
Is there already a power line on the property (nearest Pole Tag #) _____ (optional)					
Will you be living at this location for at least 10 months out of each year					
What is the square footage of the shop/ barn					
What is the living square footage (heated & cooled) of the house					
What is your nearest neighbors' address (Optional)					
<u>Service Size</u>			<u>Service Type</u>		
200	_____	Other	Residential & Double Wide	_____	
400	_____	_____	Single Wide Mobile Home	_____	
600	_____		Shop / Barn / Other	_____	
Will the Primary Service be		_____	Overhead	_____	Underground
Will the Secondary Service be		_____	Overhead	_____	Underground
<b>Loading Information (list all of the below that applies to you)</b>					
<u>Load Type</u>	<u>Electric</u>	<u>Gas</u>	<u>Electric Load</u>	<u>Details</u>	
Heater	_____	_____	kW _____	Including Heat Pump	
kW Including heat pump / heat strips	_____	_____	Ton _____		
Air Conditioning	_____	_____	# _____	Quantity of Electric Vehicles	
Stove	_____	_____	kW _____		
Water Heater	_____	_____			
Barn / Shop Load			<b>Notes:</b>		
Equipment Load	_____	_____			
Other	_____	_____			
<b>Signed</b>					