



Making Changes to Your Service **Getting Started Guide**

The following is a general outline of the procedures for modifying your existing service. Please review the information and contact an Electric Department staff member with any questions.

Upgrading Your Electrical Service

It is the customer's responsibility to inform the City prior to adding load to their service. Services are generally designed to handle the power needs of the structure at the time it was constructed. New additions to the power requirements, like a hot tub or pool, a large increase in the number or size of appliances, or a new outbuilding may require an upgrade to the electrical panel and the City's equipment.

You will need to fill out a **Load Data Form** and pay your **estimate fee** (see page 3) so the City can review your service to determine if our equipment will need to be upgraded to accommodate the additional load. Upgrades to the City's facilities will be at the customer's expense minus any applicable allowances being offered by the City. A written estimate will be provided to you. An electrical permit and approved inspection from the State Electrical Inspector will be required for alterations or relocations of your electrical service before the City can energize.

Please contact the City of Milton-Freewater Electrical Department two days in advance of starting construction. We will work with you or your electrical contractor to schedule your service disconnect.

Once your service has been installed and approved by the State Electrical Inspector contact the City to have your service reconnected. A qualified electrician may fill out a "Request to Energize an Electrical Installation" form to have your service connected prior to inspection from the State Electrical Inspector.

Relocating Your Electrical Service

Please contact the City so we can review your plans prior to installing a meter base at a new location. Please provide the City with a site plan that shows the proposed new location of your meter base and any new additions to the building. The City will review your service to make sure the new location adheres to the City's standards and if we will need to modify our facilities to service the new meter location. Modifications to our facilities will be at the customer's expense. A written estimate will be provided to you. The new meter base will need to be inspected and approved by the State Electrical Inspector before the City can energize.

Contact State Electrical Inspector for Permits & Inspections

Department of Consumer and Business Services
Building Codes Division Pendleton Field Office
800 S.E. Emigrant Ave., #360, Pendleton, OR 97801
800-452-8156 or 541-276-7814, Fax: 541-276-9244

If you have questions, please call an Electric Department staff member:

Electric Superintendent	Richard Jolly	(541)938-8231
Electric Assistant	Lacy Heidenrich	(541)938-8232
Engineering Technician II	Tina Kain	(541)938-8238
Engineering Technician	Ryan Westman	(541)938-8230