



New Electric Service Getting Started Guide

The following is a general outline of the procedures for obtaining a new service. We've tried to make this a comprehensive list of requirements, but every job is different and your situation may not conform to all the standards listed below. Please contact the Electric Department with any questions.

Requesting a New Service

In order for the City to design your new service we need you to supply us with some information. Please be prepared to answer the following questions as they apply to your project:

- Is this service for a Residence, Shop, Barn, Commercial Building, or Pump Service?
- How many square feet is the building?
- What type of heating system will you use; heat pump, furnace or zonal heating?
- Will this be 100% electric or will there be gas appliances or heating?
- When will you be ready for service?
- Will you need temporary power and when will it be required?
- Do you have a preference between overhead or underground power?
- For a pump service; What is the size, voltage and phase requirements of motor?

When you have the answer to the previous questions please complete steps 1 through 6.

1. Fill out an Electric Load Data Form

The City sizes your service equipment based on your estimated **demand** ⁽¹⁾. The information provided on the Load Data Form is intended to help us determine your demand requirements so we can provide you with an adequate service.

It is your responsibility to tell us what your load will be. The customer is liable for any damage to our facilities from adding load without the approval of the City. Please make sure the demand for all significant load items are included on the form so we can account for them in the design. If you are not clear on how to estimate your demand please review the explanation on the back of the load data form. We recommend working with a qualified electrician to help you through the process.

(1) *Demand*, for the purposes of sizing equipment, is the maximum kilowatts a service will require with all electrical loads running simultaneously.

2. Provide a Site Plan (See Handout CH-010)

The site plan should include the following:

- Scale bar and North arrow
- Address or tax lot number (City can assign an address for your property)

- Setbacks for all existing and proposed buildings
- Location of driveways and sidewalks
- Location of existing public utilities. (For example power poles, underground junction boxes, fire hydrants, phone pedestals, etc.)
- Proposed location of electric meter (City will approve location.)
- Proposed location of any other utilities on customers property

3. Determine Temporary Power Requirements (See Handout CH400 or CH450)

For a new residence it is often necessary to install a temporary service to provide power during construction. Temporary services are intended to be used specifically for the loads associated with building the home and will be removed immediately upon energizing the permanent service.

Overhead service drops should be located within 75 feet of the source pole. Underground services should be located within 5 feet of a transformer or secondary junction box. Obtain permits and inspections from State Electrical Inspector in Pendleton. Services must be approved by State inspector prior to being energized by the City.

- The City will approve the location of all temporary services.
- The flat fee for construction of temporary is **\$200.00** for service drop and meter.
- There will be a **\$10.00** account start-up fee and a **deposit** may be required based on customer's credit status with the City.
- After meter is installed actual usage will be billed on a monthly basis per residential rate schedule.

4. Contact State Electrical Inspector

You can obtain an electrical permit and inspections for your project at:

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
<http://bcd.oregon.gov>

Electrical permit and inspection fees are paid through the State of Oregon Pendleton Field Office.

All services; temporary, permanent, or upgraded must be approved by the State Electrical Inspector before the City of Milton-Freewater can energize the service. Call the City of Milton-Freewater Electric Department after approval is granted (green stickered) to get the service scheduled to be energized.

5. Pay Estimate Fee (Resolution No. 2371)

Residential	\$100
Commercial (<50 KW per month)	\$200
Industrial (>50 KW per month)	\$500
Industrial/HDL (>1 MW per month)	\$1,000

Estimate fees are charged per estimate (ex: UG & OH designs at same location are two separate estimates and both will be charged a fee). The estimate fee is deducted from your job cost, if job is accepted; otherwise non-refundable. In the above example only one estimate fee would be credited the other non-refundable)

6. Return completed Load Data Form and Site Plan to the City Electric Department

After we have your Load Data Form and Site Plan we'll complete the following:

1. Perform a site visit to verify our facilities and your site plan. (We'll let you know if you need to be there.)
2. Using the load data and site plan information provided we'll design your service and prepare an estimate.
3. Your estimate will include the following:
 - Estimate letter that outlines the project scope
 - Construction costs with applicable allowances being offered by the City
 - A Service Application and Field Order Form
 - Utility account start-up fee amount (if required)
 - Deposit amount (if required)
 - Design drawing and any standard details that pertain to your project
 - Explanation of any additional requirements such as Easements or Permits
4. Upon completion we'll mail you a copy of your estimate.

The time it takes to complete an estimate varies with the complexity of the design. Generally, you can expect to have your estimate in 2-3 weeks. The estimate is a good faith estimate. There will be no changes unless there is a change in the scope of the project. Estimates are valid for 60 days from date on letter.

Please sign and return the estimate letter along with payment for all associated costs. Once we receive the letter, payment, and any easements are completed we can approve your project for construction.

During Construction

You will need to contact the City Electric Department after your meter base has been inspected and approved by the State Electrical Inspector for temporary and permanent power.

For underground installations where you provide the trenching coordinate with City for a trench inspection.

The City will verify that the installation meets all City standards and clearances and schedule your project for construction. Construction lead times vary with our workloads, so please contact the City as early as possible.

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

Electric Superintendent	Mike Watkins	(541)938-8231
Electric Assistant	Lacy Heidenrich	(541)938-8232
Engineering Technician II	Tina Kain	(541)938-8238
Engineering Technician	Lily Perry	(541)938-8237