



## COMMERCIAL ELECTRIC SERVICE APPLICATION

**Mail:** PO Box 168  
Oconto Falls, WI 54154  
**Call:** (920) 846-2816 or (800) 472-8410  
**Email:** [ops\\_comms@ocontoelectric.com](mailto:ops_comms@ocontoelectric.com)

### REMINDER: Items to be returned

- ☐ Membership Application
- ☐ Electric Service Application
- ☐ Property Site Sketch/Liability Waiver
- ☐ Load Data Form
- ☐ \$200 Appointment Fee

### TYPE OF SERVICE REQUESTED

Today's Date: \_\_\_\_\_

☐ New Service ☐ Temporary ☐ Security Light

### RESPONSIBLE PARTY INFORMATION

Primary Contact Person: ☐ Member ☐ Contractor  
Party responsible for construction charges: ☐ Member ☐ Contractor

### MEMBER INFORMATION

Legal Business Name: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Personal Name (Sole Proprietorship): \_\_\_\_\_  
DBA Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### CONTRACTOR INFORMATION

Legal Business Name: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### SITE INFORMATION

Address/Fire Number: \_\_\_\_\_ Street: \_\_\_\_\_  
City/Village/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_  
Nearest Address or Utility Pole #: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Parcel/Lot #: \_\_\_\_\_

### STRUCTURE INFORMATION

Building setback distance from road: \_\_\_\_\_  
Building Type: (check one) ☐ Commercial ☐ Agricultural  
Building Energy Use: (check one) ☐ Year-round ☐ Seasonal  
Construction Type: (check one)  
☐ Cold Storage ☐ Irrigation ☐ Manufacturing ☐ Warehouse ☐ Office  
☐ Restaurant ☐ Retail ☐ Multi-Unit Commercial \* ☐ Multi Family\* ☐ Other: \_\_\_\_\_

\*If Multi-Family or Multi-Unit Commercial building, please provide labeling (i.e., suites, apts, units 1, 2, 3... or A, B, C): \_\_\_\_\_

Total number of Electric Meters: \_\_\_\_\_

## ELECTRIC SERVICE REQUIREMENTS

Electrical Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
Service Type: ☐ Underground ☐ Overhead  
Entrance Size: ☐ 200 ☐ 320 ☐ 400 ☐ 600 ☐ 800 ☐ 1200 ☐ Other: \_\_\_\_\_  
Voltage: ☐ Single Phase (120/240) ☐ Three Phase (120/208) ☐ Three Phase (277/480)  
Electric Meter Location (i.e., 3 ft. back from NW corner): \_\_\_\_\_  
Temporary Service Needed ☐ Yes ☐ No Amps: \_\_\_\_\_ Voltage: \_\_\_\_\_  
Date temporary will be ready for service: \_\_\_\_\_

## ENVIRONMENTAL INFORMATION

Are there any wetlands, waterways or ground waters? ☐ Yes ☐ No ☐ Unsure/Will verify  
Are there any threatened or endangered species? ☐ Yes ☐ No ☐ Unsure/Will verify  
Are there cultural or historical resources? ☐ Yes ☐ No ☐ Unsure/Will verify  
Are you aware of any hazardous spills or materials? ☐ Yes ☐ No ☐ Unsure/Will verify

\*If **ANY** answers to the questions above are **YES**, we require a copy of your environmental permits, reports, or sampling data before construction.

\*If **ANY** of the above are discovered during construction, crew activity will stop, and we will notify you of subsequent action. This may result in construction delays and costs.

## PRESENT STATUS OF BUILDING PROJECT

Is the property staked? ☐ Yes If not, when? \_\_\_\_\_ Site has been excavated ☐ Yes If not, when? \_\_\_\_\_  
Is the building staked? ☐ Yes If not, when? \_\_\_\_\_ Meter base installed ☐ Yes If not, when? \_\_\_\_\_

## SERVICE READY DATE THAT INITIATES SCHEDULING

**Service Ready Date** is determined when **ALL** the following requirements are completed:

- ♦ Final approved electronic site plan and your construction plans (in PDF format)
- ♦ Electric load data form submitted.
- ♦ Easements are notarized and received by OEC (when required).
- ♦ The electrical service route must be within 6" of final grade.
- ♦ A 10' wide service route cleared of debris and obstructions.
- ♦ The electric metering equipment must be installed and **State Inspected**.
- ♦ If a cement transformer pad was poured, must be cured for 10 days.
- ♦ Any private underground facilities **must be marked or exposed**.
- ♦ Any construction charges are paid in full.

**Construction Estimates** - Any construction price estimates given are based off historical averages and **WILL VARY** depending on site specific conditions and final design. An accurate invoice will be provided after an OEC team member conducts an on-site evaluation.

**Seasonal Installation (NON-REFUNDABLE)** – OEC's seasonal installation will be in effect November 1<sup>st</sup> thru April 15<sup>th</sup>. Installation during this time frame has additional costs due to poor weather or site conditions. This is a non-refundable cost.

## ELECTRIC CONSTRUCTION PROPERTY SITE SKETCH AND LIABILITY WAIVER

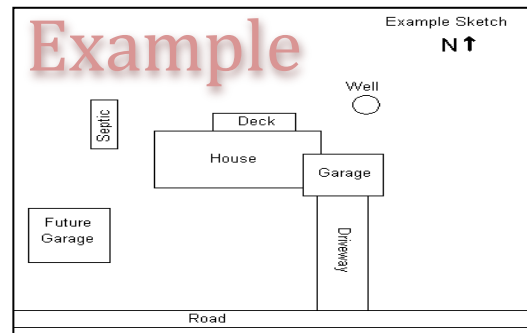
Member Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Location of member-owned facilities – Member is required to sketch all of the following information in the property site sketch area below. **All private facilities are required to be located, marked, and/or exposed by owner prior to installation.**

1. Desired Meter Location
2. Water- Show current & proposed municipal water lines or private well. (Include connecting pipes to the building)
3. Sewer- Show current & proposed municipal sewer lines or private septic system. (Include connecting pipes to the building)
4. Propane (LP)- Show current & proposed tanks and connecting fuel lines.
5. Other above ground and underground facilities. **DIGGERS HOTLINE WILL NOT LOCATE THESE FACILITIES!**

Show current & proposed facilities including:

- ◆ Private underground wiring
- ◆ Private cable/satellite systems
- ◆ Invisible fences
- ◆ Private outdoor lighting
- ◆ Sprinkler systems
- ◆ Air conditioning units
- ◆ Fresh air intakes
- ◆ Retaining walls
- ◆ Drain tile/down spouts/sump pump lines
- ◆ External wood furnaces & lines
- ◆ Decks, patios, swimming pools, outbuildings



**PROPERTY SITE SKETCH** ☐ Check here if no existing or future private facilities on the property/site ☐ See Attached



I hereby request and approve Oconto Electric Cooperative's plans to construct and install electric service facilities on my premises. To the best of my knowledge, the above sketch indicates all known present and proposed underground facilities within the construction limits of the proposed work. I agree that in the event there is accidental damage to any facilities not indicated in the above diagram, I will hold the Cooperative harmless for any damage or liability arising out of, or as a result of such damage, and agree to personally be responsible for the cost to repair such damage.

I am the legal property owner and also agree that the area where poles or underground cable is to be installed will be within 6" of the final grade and will not be disturbed after the facilities are installed. It is further understood and agreed that no permanent facilities such as a porch, garage, sidewalk, swimming pool, patio, or similar structure, will be constructed over any underground cable or restricting access to the meter pedestal. Any costs of relocating the cable as a result of said construction will be paid by the property owner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_