



This form should be completed if you are applying to have new electric facilities installed on your property for the purpose of providing electric service to a commercial entity.

❖ **PROJECT CHECKLIST**

*Below is a checklist to assist you with your project:*

1. In order to expedite the assignment of your job to our Field Supervisor, please complete the following:
  - Complete and sign the Application for Electric Service with accurate Service Address
  - Complete and attach a detailed site sketch, blueprint, survey, plat or similar document
  - Complete the Liability Waiver Form
  - Sign and notarize any necessary easements (TCL&P can notarize these documents if needed – all parties must be present when signing)
2. Upon receipt of the above, the Field Supervisor may contact you to arrange an appointment to meet at the site to discuss your job. Please make sure property pins are in place or property boundaries are marked prior to this meeting.
3. After the on-site meeting, the Field Engineer will design your job, calculate the construction cost and provide you with an Electric Service Estimate Sheet. Please review the Electric Service Estimate Sheet when you receive it and contact the scheduling department at (231) 922-4940 ext. 243 with any questions or concerns. The Electric Service Estimate Sheet is valid for 120 days and will show the estimated cost to install the electric facilities required to provide service.
4. All new electrical services are REQUIRED BY THE STATE OF MICHIGAN to have an electrical inspection of the meter base before the service can be connected. Please see below for your appropriate electrical inspector:

**ELECTRICAL INSPECTORS**

Grand Traverse County

Contact: Ed Moody, Phil Nault and/or Mark Russell  
Office: (231) 995-6049 and (231) 995-6028

Leelanau County

Contact: Ted Klumpp  
Office: (231) 256-9806/Fax: (231) 356-7555

Local State Inspector

Contact: Dean Reid  
Office: (231) 263-4160

State Inspector

(517) 241-9320

**METER BASE PICK-UP LOCATIONS**

DeWeese Hardware

1029 Carver Street, Traverse City  
(231) 947-7670

Standard Electric

3743 W. Front Street, Traverse City  
(231) 947-4440

Traverse City Light & Power

1131 Hastings Street, Traverse City  
(231) 922-4940

5. In order to secure a place in the construction schedule, all documentation listed above must be submitted and the **meter base must be mounted or the location clearly marked on the outside of the building.** Upon



receipt of this TCL&P will contact you to coordinate scheduling of your job. *(Failure to mark the meter base location can result in delays and in some cases the rescheduling of the installation of your electric service.)*

**NOTE:** Obstacles such as lumber piles or brush located in the proposed path of the electrical facilities (e.g. poles, lines, transformers, etc.) can result in delays and in some cases the rescheduling of the installation of your electric service.

**NOTE:** In accordance with chapter 1366.04 of City of Traverse City, city ordinances, all new installation of utilities shall be placed underground.

❖ **CONTACT INFORMATION**

All documentation should be sent to:

**Traverse City Light & Power, Attn: Scheduling**

- Mail: 1131 Hastings Street, Traverse City, MI 49686
- Fax: (231) 922-4638

The scheduling department can be reached at (231) 922-4940 ext. 243

❖ **CANCELLATION**

The applicant may cancel the Application for Electric Service at any time. Please notify our scheduling department at (231) 922-4940 ext. 243 as soon as possible.



REQUEST FOR ELECTRIC SERVICE  
Commercial

\*If submitting an application for a **Yard Light**, please complete the Service Address and Customer Information section only and sign on page 5.

❖ APPLICATION

TYPE OF SERVICE REQUESTED: *Check all the apply*

- New Service
- Upgrade
- Relocate
- Temporary Electric
- Yard Light\*

Service Address: \_\_\_\_\_

**Customer Information** ( Primary contact for ALL project communications)

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Customer Contact Numbers:**

Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Responsible Party**

- Party responsible for utility installation charges:  Customer  Contractor
- Party responsible for service/usage after meter(s) are set:  Customer  Contractor

**Contractor/Builder Information** ( Primary contact for ALL project communications)

Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Contractor Contact Numbers**

Contact Person: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Electrician Information** (If Applicable) ( Primary contact for ALL project communications)

Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Fax: \_\_\_\_\_

**Site/Structure Information**

- Apartments  Subdivision  Commercial/Industrial  Mixed Use

**Present Status of Building Project: (Check all that apply)**

- In the planning state?  Yes  No, When? \_\_\_\_\_
- Property staked?  Yes  No, When? \_\_\_\_\_
- Site has been excavated?  Yes  No, When? \_\_\_\_\_
- Foundation poured?  Yes  No, When? \_\_\_\_\_
- Foundation back-filled?  Yes  No, When? \_\_\_\_\_
- Desired service route cleared of debris?  Yes  No, When? \_\_\_\_\_

**Date site will be READY for service:** \_\_\_\_\_

(This date helps with scheduling of service installation. See box to the right.)

**Note: Before service can be installed**

- Site sketch or survey AND Liability Waiver must be sent to TCL&P.
- Easements need to be signed and on file at TCL&P.
- The site and foundation must be back filled within 6" of final grade.
- The electric meter base must be installed.
- All electrical inspections are customer's responsibility.
- An approved inspection is required to energize service.



**Service Information**

Service voltages available are (not all voltages are available at all locations):

- 120/240 V. 1 phase, 3 wire
- 120/208 V. 1 phase, 3 wire (network)
- 120/208 V. 3 phase, 4 wire
- 277/480 V. 3 phase, 4 wire

For CT'd meters, TCL&P will provide the meter socket and CT's to the electrical contractor.

- Cold sequencing is required for all commercial services that are direct metered.
- If CT'd metering, the owner must provide and install a – 1" conduit from the CT location to the electric meter.

Electric:	Estimated Load:	Voltage Requirement:
<input type="checkbox"/> Temporary Overhead	Amperage: _____	<input type="checkbox"/> Single Phase
<input type="checkbox"/> Permanent Overhead	Estimated Demand: _____	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Temporary Underground		
<input type="checkbox"/> Permanent Underground		

**Electric Load Information**

Main Disconnect Size \_\_\_\_\_ Amps \_\_\_\_\_ Volts \_\_\_\_\_ Phase

Square Footage of Building \_\_\_\_\_ Sq. Ft.

Units per Building \_\_\_\_\_ Average Square Footage Per Unit \_\_\_\_\_ Sq. Ft.

Lighting Load = \_\_\_\_\_ kW  
 Equipment Load = \_\_\_\_\_ kW  
 Total Motor Load\* = \_\_\_\_\_ kW  
 Other Load = \_\_\_\_\_ kW

**\*Motor Load**

Total 1PH Motor \_\_\_\_\_ hp X (.746) = \_\_\_\_\_ kW  
 Total 3PH Motor \_\_\_\_\_ hp X (.746) = \_\_\_\_\_ kW  
 Largest Motor \_\_\_\_\_ hp NEMA Code \_\_\_\_\_

Single phase motors 10 hp and larger may require assisted start  
 Three phase motors 30 hp and larger may require assisted start

**Total Connected Load** = \_\_\_\_\_ kW

**Future Load**

Total Future Load \_\_\_\_\_ kW + Total Connected Load \_\_\_\_\_ kW = \_\_\_\_\_ kW

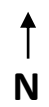


❖ NEW SERVICE SITE SKETCH AND LIABILITY WAIVER FORM

Note: The location of all private underground facilities and structures must be identified or exposed. Include the location of all underground facilities or structures on the drawing below. If providing a blueprint, survey, plat or similar document be sure to sign the Construction Authorization/Underground Damage Liability Waiver below.

- Electrical wiring to outdoor facilities (e.g. yard lights, garages, etc.)
- Septic Systems, mound systems or drain fields
- Wells, water lines and/or sprinkler systems
- LP or natural gas lines
- Sewer Lines
- Invisible fencing
- Cable, Satellite TV or internet lines
- Future additions, decks or outbuildings
- Driveways and sidewalks
- Preferred location of electric meters  
Provide distance from the closest corner of building to the meter

Structure distance from nearest intersection: \_\_\_\_\_



**Construction Authorization/Underground Damage Liability Waiver:**  
I certify that I own the property of the service address indicated on this Site Sketch, blueprint, survey, plat or similar document provided and that I have read and understood the above statement regarding marking, exposing or locating all private underground facilities. I furthermore agree to hold Traverse City Light & Power and/or its agents harmless for any damage to private underground facilities that occurs during the installation of electric service, or as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked, exposed or located.

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (if applicable)



❖ **SCHEDULE OF FEES**

- **Standard Installation**

The cost of new underground installations is \$5.50 summer, \$8.25 winter\*, per trench foot length, plus \$50.00 for overhead to underground conversion. This is based on a clear and unobstructed path, a minimum of 24" deep for secondary, 36" deep for primary, from the source to the metering location. Where conduits are required under paved areas or other areas deemed necessary by TCL&P, the customer shall either install the conduits in accordance with TCL&P's engineering requirements or pay TCL&P to install these needed conduits. Where the customer installs conduit, the underground charge through that conduit will be reduced by \$1.00 per foot. Any subterranean boring required or removal of obstacles such as rocks, old foundations, trees and stumps will be billed to the customer at actual cost. If a new transformer or primary meter is required to serve the customer, an unobstructed location will also be required per TCL&P specifications.

**\*NOTICE:** Winter rates help pay for the additional cost of the fuel and special equipment that may be required in order to begin construction during the period of winter when the ground is frozen. However, this is not a guarantee TCL&P will be able to perform the work. All required information for construction to begin must be submitted within two weeks of the winter period (December 1- March 31), or a winter rate will apply. If TCL&P chooses to begin construction during this period, winter rates will not apply.

- **Time and Material Billing**

Any work that does not classify as a new standard underground installation such as relocation of poles, relocation of lines or temporary electric also will be billed on a time and materials basis at TCL&P rates.

- **Utility billing rates**

For electric tariff rates please refer to our Small Business Rate (C), Large Business Rate (D), Large Commercial/Industrial Primary Rate (I1) and Power Service Cost Recovery for additional information. These are found on our website at [www.tclp.org](http://www.tclp.org).