



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 permanent or seasonal building, dwelling, cottage, mobile home, barn, garage, outbuilding or similar structure.
- Make a change to your existing service such as a conversion from overhead to underground, upgrade the size of your service, or Reroute the path of your existing service.

❖ **PROJECT CHECKLIST**

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

**1. SUBMIT REQUIRED FORMS.** In order to expedite the assignment of your job to our Field Supervisor, please complete and return the following within 90 days to avoid cancellation of your request:

- Complete and sign the Request for Service with accurate Service Address
- Complete and attach a detailed site sketch, blueprint, survey, plat or similar document
- Complete the Liability Waiver Form

**2. TCL&P SITE VISIT.** 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.
- After the on-site meeting, the Field Supervisor will design your job, calculate the construction cost, and provide you with a Quote and easement forms if required. Please review the Quote when you receive it and contact the scheduling department at (231) 922-4940 ext. 243 with any questions or concerns. T&M quotes must be signed and returned. Easements, if necessary, must be signed, notarized and returned. TCL&P can notarize these as needed; however, all parties must be present when signing.

**3. METER BASE INSTALLATION.** Meter bases are provided by TCL&P at no cost, and can be picked up from our office located at 1131 Hastings Street, Traverse City, during normal business hours (M-F 8:00AM-5:00PM).

- The meter base must be mounted or the location clearly marked on the outside of the building. *Failure to mark the location can result in delays and in some cases the rescheduling of the installation of your electric service.*
- 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 the directory on the following page for your appropriate electrical inspector.
- The cost and scheduling of all electrical inspections are the customer's responsibility.



**ELECTRICAL INSPECTORS**

Grand Traverse County

Office: (231) 995-6049 and (231) 995-6028

Local State Inspector

Office: (231) 577-8785

State Inspector

(517) 241-9320

Leelanau County

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

**4. SITE REQUIREMENTS.**

- The site and foundation must be back filled within 6" of final grade.
- There should be a 15' wide path along the route of the electrical facilities (e.g. poles, lines, transformers, etc.) free of dirt piles, debris, construction material, etc. *Failure to clear the site of these obstacles can result in delays and in some cases the rescheduling of the installation of your electric service.*

Upon completion of the above steps, TCL&P will contact you to coordinate the scheduling of your job.

**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**

- Email: [stvardek@tclp.org](mailto:stvardek@tclp.org)
- 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 Request for Service at any time. Please notify our scheduling department at (231) 922-4940 ext. 243 as soon as possible.



For office use only  
Task #: \_\_\_\_\_

❖ **APPLICATION**

**TYPE OF SERVICE REQUESTED:** *(Check all that apply)*

- New Service     Upgrade     Relocate     Temporary Overhead     Temporary Underground

**Service Address:** \_\_\_\_\_ **Utility Acct #:** \_\_\_\_\_

<b>Property Owner and Utility Account Information</b>			
<b>Primary Applicant</b>		<b>Joint Applicant</b>	
Last Name, First Name, M.I.		Last Name, First Name, M.I.	
Mailing Address		Primary Phone	Secondary Phone
City, State, Zip		Email Address	
If applicable, Business Name:			
<i>This section is only required if a new utility account needs to be established for the service address listed above.</i>			
Social Security Number		Date of Birth	
Driver's License Number		State	
Current Employer	Work Phone Number	Previous Address	
<b>Contractor/Builder Information</b>			
Company Name		Mailing Address	
Contact Person		City, State, Zip	
Email Address		Primary Phone	Secondary Phone
<b>Electrician Information (If Applicable)</b>			
Company Name		Email Address	
Contact Person		Primary Phone	



❖ **SITE & SERVICE INFORMATION**

Site/Structure		
<b>Building Use: (Check two)</b> <input type="checkbox"/> Year-Round <input type="checkbox"/> Apartments <input type="checkbox"/> Seasonal <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Subdivision	<b>Construction Type: (Check one)</b> <input type="checkbox"/> Spec Home <input type="checkbox"/> Framed/Custom <input type="checkbox"/> Modular <input type="checkbox"/> Mobile <input type="checkbox"/> Duplex <input type="checkbox"/> Other:	<b>Square Footage:</b>  <hr style="width: 80%; margin: 0 auto;"/>
Service		
<b>Electric Service Requested:</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<b>Check desired service voltage: (Not all voltages are available at all locations)</b> <input type="checkbox"/> 120 V. 1 phase, 2 wire <input type="checkbox"/> 120/208 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 1 phase, 3 wire <input type="checkbox"/> 277/480 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 3 phase, 4 wire	
Electric Load		
For SERVICE UPGRADES, check HERE <input type="checkbox"/> if no additional load, and complete 'Main Disconnect Size' section ONLY		
<b>Main Disconnect Size:</b>  Amps _____ Volts _____ Phase _____	<b>Electric Appliances: (Check all that apply)</b> <input type="checkbox"/> Dryer <input type="checkbox"/> Oven <input type="checkbox"/> Heat <input type="checkbox"/> A/C    FLA _____ LRA _____ <input type="checkbox"/> Range <input type="checkbox"/> Water Heater <input type="checkbox"/> Other:	<b>Other Load: (i.e. well pump, sump pump)</b>  Total kW of Other Load  <hr style="width: 80%; margin: 0 auto;"/>

Commercial Sites Only		
Sq. Footage of Building _____	Units per Building _____	Average Sq. Footage per Unit _____
Lighting Load = _____ kW Equipment Load = _____ kW Total Motor Load* = _____ kW Other Load = _____ kW  Total Connected Load = _____ kW	<b>*Motor Load</b> 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	
Is there any additional load anticipated in the next 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		



❖ NEW SERVICE SITE SKETCH AND LIABILITY WAIVER FORM

Note: The location of all private underground facilities and structures must be identified or exposed by the customer. Include the location of all private underground facilities or structures on the drawing below.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> LP or natural gas lines | <input type="checkbox"/> Cable, Satellite TV or internet lines  | <input type="checkbox"/> Wells, water lines &/or sprinkler systems |
| <input type="checkbox"/> Sewer lines             | <input type="checkbox"/> Electrical wiring to outdoor facilities<br>(e.g. yard lights, garages, etc.) | <input type="checkbox"/> Future additions, decks or outbuildings   |
| <input type="checkbox"/> Invisible fencing       | <input type="checkbox"/> Septic systems, mounds or drain fields                                       | <input type="checkbox"/> Preferred location of electric meters     |
| <input type="checkbox"/> Driveways and sidewalks |   |  |

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

Provide distance from the closest corner of building to the meter

↑  
N



Please read before signing:  
This form must be signed by the **PROPERTY OWNER LISTED ON THE TAX PARCEL RECORDS.**

**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 represent that the information in this application is correct to the best of my knowledge. I understand that any changes made to the information or attached documents may increase the time and costs required for Traverse City Light & Power to provide service to this project. I furthermore agree to indemnify and hold Traverse City Light & Power, its employees and 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.

**Utility Account Establishment:**

An established utility account is required before service can be connected. The undersigned hereby agrees to establish a utility account with Traverse City Light & Power, if an account is not already established for this service address, and to accept services. All new customers (a new customer will be defined as a customer who has not had service with TCL&P in the past 12 months) may be required to pay an estimated two months billing based on similar existing electric customers as a security deposit for electrical service unless the customer presents reliable estimates of KW demand KWH energy usage.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

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

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



❖ **SCHEDULE OF FEES**

• **Standard Installation**

The cost of new underground installations is:

Residential: \$3.50 summer, \$5.25 winter\*, per trench foot length

Commercial: \$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, from the source to the metering location. The customer will be responsible for the installation of conduits where open trenching is not possible. Where the customer installs conduit to TCL&P specifications, 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.

**\*NOTICE: All required documentation and construction site readiness must be submitted within two weeks of the start of the winter period (December 1- March 31), or the winter rate will apply. Note: During the winter period underground construction is not guaranteed. At TCL&P's discretion, the depth of frost at the construction location will dictate whether or not underground facilities will be installed during the winter period.**

• **Time and Material Billing**

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

• **Utility Billing Rates**

For all current electric tariff rates please refer to our Electric Rate Book found on our website at [www.tclp.org](http://www.tclp.org).