

Checklist/Important Information Regarding Your New Electric Service

In order to serve you in a timely manner and avoid delays during the process of installing power to a new service, the procedures have been outlined below. OEC works off of a checklist system and jobs cannot be scheduled until all items have been completed.

I. REQUIRED PAPERWORK (Must be completed and returned before an appointment can be scheduled)

A. Application for Membership

This form needs to be filled out completely, and your signature is also required. This information sets up the billing account. *Please note: the name that is put on the application will be the one responsible for the monthly electric bill.*

B. Credit Check

OEC requires either a \$250.00 security deposit, a letter of good credit from your current power company, or we can check your credit report. Upon sufficient credit information supplied by either the power company or the credit report, the \$250.00 security deposit will be waived. Please make your selection on the application.

C. Appointment Fee

All new services will be charged a non-refundable Appointment Fee of \$150.00, which needs to be paid, in full, before an appointment is scheduled. This fee captures the costs that are associated with the installation of service, including but not limited to, the engineering design of the project, site visits, easement research, and administrative processing. The appointment fee is good for up to 1 year from the original appointment date.

D. Residential/Commercial Electric Service Application

E. Copy of your "Recorded" Deed

The legal description of your property, found on your "recorded" deed, is used to write an easement. An easement is required if we need to install a primary line on your property or if we will be crossing someone else's property to get to your service.

F. Electric Load Data Form

II. APPOINTMENT WITH OEC FIELD REPRESENTATIVE

A. Appointment

You need to meet with a field representative from OEC at your job site. Please call our office to set up an appointment, if you have not already done so.

The field representative will flag and measure the proposed cable route and calculate costs for construction from the information they gather.

B. Invoice for Installation

We require all fees to be **paid up front** before any work will be scheduled. The invoice will be sent to you within 3 business days. The invoice is good for 60 days. Minimum charge for a new service is \$300.

III. FINAL STEPS

A. Township Inspection

- 1) Every township in OEC's service territory has an assigned inspector. The electrical inspector for your township must inspect the meter base before we can energize your service.
- 2) It is the responsibility of the inspector to notify OEC when inspections are complete.

3) Please note: The grounding for the service must have two (2) 5/8" x 8' copper-clad ground rods with #4 stranded copper terminated in the member's service disconnect.

Wiring specifications can be found on OEC's website, www.ocontoelectric.com.

a. Wiring Affidavit

The electrician who installs the meter base must submit a wiring affidavit to OEC.

- 1) The affidavit must be turned into our office **after** the meter base has been installed. This lets us know that the meter base is built according to our specifications, as well as the nation electric code, and that the meter base is ready for service. We will not process a work order without the affidavit.
- 2) Most electricians do have these cards and take care of getting them to our office. However, it is your responsibility to verify this with your electrician. There is a copy of a wiring affidavit on our website, www.ocontoelectric.com or they can be obtained from our office.

B. Backfilling

Your site and foundation must be back-filled within 6" of final grade.

C. Cleared Cable Route

Please make sure a 10' feet path along cable route is cleared from any brush, any trees that may need to be cut down to ground level, dirt piles, building materials, vehicles, etc. If OEC's crews go to your job site and cannot access the proposed cable route with their equipment, your job will be delayed until the area is properly cleared and there could be additional costs incurred to you.

IV. SCHEDULING YOUR JOB

A. Diggers Hotline

- 1) Once all of the above steps are complete, OEC will call Diggers Hotline to locate your property. Locates take 3 working days to become valid, and after that timeframe your job can be scheduled for installation. It is the responsibility of the property owner to mark or expose any private facilities that may be buried. Diggers Hotline will not take care of this.
- 2) During the busy construction season it may take longer to get your job scheduled, so please keep this in mind and prepare accordingly.

B. Joint Installation with Telephone

- 1) OEC will contact the telephone companies to coordinate joint installations of their facilities with the electric line. Those companies have the final decision on installing their facilities with OEC's. Please note: OEC does not do joint installations with natural gas lines.
- 2) It is the homeowner's responsibility to contact the telephone company to apply for those services and set up their accounts.

C. Site Conditions

If the site is too wet to install the electric wire/equipment, the job will be put on hold until the site dries or hardens.

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

If you have any questions or concerns, please do not hesitate to call our office at **1-800-472-8410**. We welcome the opportunity to assist you in your construction project. Our office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.