



# COMMERCIAL ELECTRIC SERVICE APPLICATION

Return instructions: Submit your application, load survey forms along with \$200 appointment fee to:  
 Email: [customerservice@ocontoelectric.com](mailto:customerservice@ocontoelectric.com)  
 Mail: Oconto Electric Cooperative, PO Box 168, Oconto Falls, WI 54154  
 Fax: (920) 846-2025  
 Questions: Call (800) 472-8410 or email: [customerservice@ocontoelectric.com](mailto:customerservice@ocontoelectric.com)

Submit the final approved electronic site plan and your construction plans (in PDF format) to:  
[customerservice@ocontoelectric.com](mailto:customerservice@ocontoelectric.com)

### TYPE OF SERVICE REQUESTED: check all that apply

New Service  
  Upgrade  
  Relocate  
  Temporary  
  Security Light  
 TODAY'S DATE: \_\_\_\_\_

### BILLING AND CONTACT INFORMATION:

Party responsible for construction charges:  
  Member  
  Contractor  
 Party submitting this request:  
   
  Member  
  Contractor

### MEMBER INFORMATION:

Legal Business Name: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
 OR  
 Personal Name (Sole Proprietorship): \_\_\_\_\_  
 D/B/A Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CONTRACTOR INFORMATION:

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

### SITE INFORMATION:

Street Address: \_\_\_\_\_ Lot#: \_\_\_\_\_  
 Town/City/Village: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Nearest Neighbor or Nearest Utility Pole #: \_\_\_\_\_  
 Directions from the Nearest Intersection: \_\_\_\_\_

### STRUCTURE INFORMATION:

Setback from Edge of Road: \_\_\_\_\_ ft.      Building Square Footage: \_\_\_\_\_  
 Building Type: (check one)                   
        Commercial                               
        Agricultural  
 Building Energy Use: (check one)          
        Year-round                               
        Seasonal  
 Construction Type: (check one)           
        Cold Storage                               
        Irrigation                               
        Manufacturing  
   
        Office                                       
        Restaurant                               
        Multi Unit Commercial \*  
   
        Warehouse                               
        Retail                                       
        Multi Family\*  
   
        Other: \_\_\_\_\_

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

Total # Electric Meters: \_\_\_\_\_

**ELECTRIC INFORMATION:**

Electrical Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Electrical Service Type:  Underground  Overhead

Entrance Size:  200  400  600  800  1200  Other: \_\_\_\_\_

Phase:  Single Phase (120/240)  Three Phase (120/208)  Three Phase (277/480)

Preferred Meter Location (i.e., 3 ft. back from NW corner): \_\_\_\_\_

Temporary Service Needed:  Yes  No Amps: \_\_\_\_\_ Voltage: \_\_\_\_\_

Date temporary will be ready for service: \_\_\_\_\_

Date temporary will be ready for service: \_\_\_\_\_

Is joint installation with telephone desired:  Yes  No

**Note:** Customer or contractor is responsible to contact the phone and cable providers. OEC cannot guarantee joint installation.

**Please complete and submit the attached Electric Load Survey form.**

**PRESENT STATUS OF BUILDING PROJECT: check all that apply**

Property is staked?  Yes *If not, when?* \_\_\_\_\_ Site has been excavated  Yes *If not, when?* \_\_\_\_\_

Building is staked?  Yes *If not, when?* \_\_\_\_\_ Meter base installed  Yes *If not, when?* \_\_\_\_\_

**SERVICE READY DATE date that initiates scheduling of service installation**

**DATE SITE WILL BE READY FOR SERVICE:** \_\_\_\_\_

**PLEASE NOTE:** The following requirements must be completed before service can be installed:

- Final approved site plan and construction plans submitted.
- Electric load surveys submitted.
- Any required easements signed and submitted.
- The site and foundation must be back-filled within 6" of final grade.
- The service route cleared 10' wide.
- The electric metering equipment must be installed.
- If a cement transformer pad was poured, must be cured for 10 days.
- Any underground private facilities must be marked.
- Construction charges must be paid in advance if applicable.

**Other Important Details:**

- OEC also requires a wiring compliance statement from the electrician or an electrical inspection (check with your municipality) prior to energizing the service.
- Seasonal Construction Charges will apply during November 1 – April 15.

**Electric Construction Property Site Sketch and Liability Waiver**

Member Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

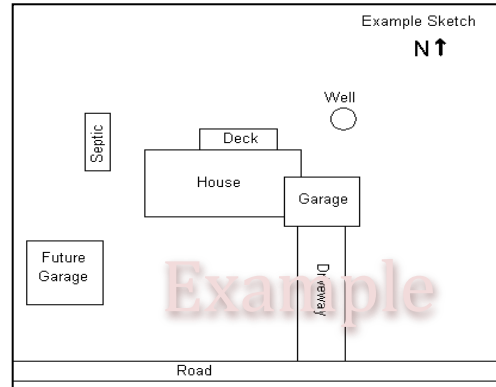
Service Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Location of member-owned facilities – member is required to sketch all of the following information in the property site sketch area below.

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



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. All private facilities will be located, marked and or exposed by owner prior to construction.

I am 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: \_\_\_\_\_