

## CHICKASAW ELECTRIC COOP New Electric Service

**Chickasaw Electric will determine the location of the meter base. All meter bases must be an approved Milbank model. CEC policy is to supply electric service to the closest point. Should service be located other than the closest point there may be additional charges or CEC may refuse to serve. At no time will CEC hook-up services in excess of 200 feet without special permission and additional charges.** It is the customer's responsibility to notify CEC of any changes to the facilities noted on the site plan prior to the installation of electric service.

Be sure there are power facilities located on the property (poles, wires, etc.). If no facilities, then take note of nearest facilities and call CEC's Staking department to be sure power can be made available to the new location

### STEP 1: DESIGN

Make an appointment with Engineering to meet with the **Property owner** at the Job Site (You may start working on STEP 3 below to expedite temporary service for construction). Engineering will draw up a site plan. You may provide us with a site plan (a sketch of your property) instead of meeting at the Job Site. **CEC may require both.** The site plan should provide the lot number and the name of the subdivision, if applicable, and the street address of the property.

***Please use 8 1/2 x 11 paper for your site plan sketch.***

The site plan should include information such as:

house location	driveway location	water line	cable lines
trees	septic tank	field lines	sidewalk location
sewer line	fences	gas line	any future structural improvements

If the location is a:

1. Mobile home, the home should be in place prior to the meeting. Never locate anything under or within 15 ft of a power line.
2. Residential, the footing should be dug prior to the meeting. CEC will determine the meter base location. Never locate anything under or within 15 ft of a power line.
3. Commercial, all load requirements should be discussed with CEC's engineering department prior to the meeting

Please be prepared to provide the following information:

1. Billing address and contact information
2. Service size (100 amp, 200 amp, 400 amp, 600 amp, 800 amp, etc.)
3. Square footage of heated space
4. Cooling tons
5. Type of heating system (if electric need total KW)
6. Appliance information: Will you be using gas or electric appliances for water heating, cooking, and clothes drying?
7. Any other sizable electric devices.

### STEP 2: COMPLETE DOCUMENTS AND PAY MONEY

- Pay all line costs minus revenue credits applied
- Obtain a copy of CEC's Service Application and fill out completely (easements and load sheets may also be required). Forms are available on CEC's website (<http://www.CECPowerUP.com/downloads.htm>).
- Pay a \$5.00 Membership
- Pay a \$45.00 Connection Charge (add \$45.00 for temporary connect if required)
- Pay a Deposit if required
- Purchase all necessary inspections required by the state of TN Department of Commerce and Insurance (Permits can be purchased at Chickasaw's office by the electrician only.)

### STEP 3: Connecting A Temporary Service

Once you have obtained or built a temporary meter center to **CEC's specifications** and placed at job site call for an inspection. The Electrical inspector will contact our office after your service has passed inspection. A work order for new electric service will then be given to our operations department, and a schedule for installation will be assigned typically within **3 working days (do not call until CEC has had time to schedule and complete the job).** A locate request (Call Before You Dig) may be necessary and take 3 additional days to process.

### STEP 4: Connecting A Permanent Service

Only the Electrician can call for a final or service release inspection of your permanent service. The Electrical inspector will contact our office after your service has passed inspection. A work order for Permanent service will then be given to our operations department and a schedule for installation will be assigned typically within **3 working days (do not call until CEC has had time to schedule and complete the job).**