

New Service Checklist

If you are new to the cooperative and require installation of a service or are already a member and want to change or add to an existing service, there are several steps you must complete prior to being put on the construction schedule. The following are steps required to help keep you on track. The sooner we receive all the necessary documents, permits and fees the sooner you can expect to have your service scheduled for installation.

A. TO ENSURE THE SITE VISIT IS EFFICIENT AND YOU RECEIVE THE APPROPRIATE SERVICE NEEDED FOR YOUR PROJECT, FOLLOW THESE STEPS:

- Schedule the site visit meeting with the Park Electric Staking Coordinator. The meeting should be held at the job site with the homeowner and the builder/electrician.
- A \$200 site visit fee is required in cash or check. The payment of this fee starts the work order process and is credited towards the total Aid of Construction.
- Fill out the ***Application for Electrical Projects*** form. Bring the completed application to the Park Electric office or bring to the site visit meeting. This form can be found at parkelectric.coop under the *Member Service* tab. *Forms and Applications/New Service Application*.
- Before the site visit identify by flagging or staking the future and present structures such as: buildings/houses, roads/driveways, water lines, sewer/septic lines, well head, gas lines and tanks etc.
- Bring a copy of the Warranty Deed – Park Electric will create the easement from the Warranty Deed document.
- Identify and provide any existing Right of Way Easements that may aid in the installation of the new service.

B. AT THE SITE VISIT

- Park Electric Staking Coordinator will stake the line route and the transformer/meter locations.
- Collect the \$200 site visit fee, Application for Electrical Projects and Warranty Deed.
- Park Electric can provide the electrical permit application if the owner is doing their own wiring or owners can visit the state website for the permit at: <https://ebiz.mt.gov/licenses/>
Many electricians pull their own permit – *talk to your electrician

C. ITEMS TO BE RETURNED TO PARK ELECTRIC COOPERATIVE PRIOR TO SCHEDULING

- Contracts: Installation and Membership (Prepared by Park Electric Cooperative)
- Easement(s): Notarized easements are required from every landowner where new electric lines cross (Easements are prepared by Park Electric Cooperative)
- Fees: Aid-of-Construction is paid before the job can be scheduled.
- Electrical Permit: “Power Supplier” portion of the permit must be provided to Park Electric whether by consumer or electrical contractor.

NOTE: Any changes made after the final staking, that effectively change routing and/or service location must be brought to the attention of Park Electric Cooperative immediately. Disturbing or moving stakes could require re-scheduling of Park Electric crews, resulting in additional costs and a delay in your scheduling plans.