

# **New Electric Connection Application Packet Commercial and Industrial**

**City of Plummer**  
**P.O. Box B, Plummer, ID 83851**  
**(208) 686-1641**

**Please type or print plainly in ink.**

## **General Information:**

- Applications will not be processed unless complete and accompanied by required maps and documentation.
- Applicants requesting a quote for services must include a \$75.00 deposit with the application. This deposit is applied to the applicant's fees once the work is approved. If the applicant decides not to be connected, the deposit fee is forfeited.
- Services will not be scheduled for construction until all applicable fees have been paid in full. Special circumstances may allow the work to be scheduled upon entering into a payment agreement; however, service will not be turned on until fees are paid in full.
- Utility services can be requested at separate dates; however, the application for all applicable services should be made at one time.
- Applicants are responsible for obtaining the proper state permits for electrical work.
- The City will work with the customer in installing service connections in the best location to meet the customer's needs; however, the City reserves the final decision of utility location to the customer's property line.
- The City will attempt to schedule construction of connections in the order that completed and approved applications are received.
- Application for utilities must be made in conjunction with application for building permits.
- A New Customer Application and Utility Deposit must accompany this application.
- ONE CALL 1-800-398-3285 must be called to request underground utility locates three (3) days prior to any digging.

## **Maps:**

Attach a vicinity map drawn to readable scale showing the site and land parcels within three hundred feet (300') of the external boundary of the property excluding streets and alleys.

Attach a site plan drawn to readable scale showing all existing and proposed property lines, easements, buildings, structures, signs, fences, parking lots, driveways, accesses, retaining walls, landscaping and other useful information. Mark the location of the proposed electric service and location of water and sewer service entries to the building.

Include a North arrow on all maps and plans. Maps and plans should be no larger than 11" x 17" in size and must be reproducible.

**Applicant Information:**

Applicant Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

e-mail \_\_\_\_\_

Applicant status: Owner \_\_\_\_\_ Agent \_\_\_\_\_ Tenant \_\_\_\_\_ Contract Buyer \_\_\_\_\_

Attach a notarized letter of authorization from the owner of record if different from the applicant.

**Owner Information if other than applicant:**

Owner Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

e-mail \_\_\_\_\_

**Contact Information if other than applicant:**

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

e-mail \_\_\_\_\_

**Site Information:**

General location or address if available \_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

Name of new facility \_\_\_\_\_

General use of new facility \_\_\_\_\_

Attach copy of deed as proof of ownership.

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## Electric Service

### Electric Fees:

The fee for new service is equal to the cost of providing that service plus ten percent to cover administrative expenses. An estimate will be provided to the customer. Payment must be received prior to the service being installed. A "true up" of the fees will be made at the end of the project based on the actual final cost of installation and any necessary line extensions to provide service.

Total estimated fees \_\_\_\_\_

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### Electric Service:

A new electric service connection is understood to be from the transformer to the meter base. The City of Plummer supplies and retains ownership of all electrical meters. The customer is responsible for installation of the meter base and lines to facilities on their side of the meter. Meter locations must be approved by the City prior to installation.

Will temporary service be needed? \_\_\_\_\_ If so, by what date? \_\_\_\_\_

What date is permanent service needed (or anticipated)? \_\_\_\_\_

Service requested will be Overhead \_\_\_\_\_ or Underground \_\_\_\_\_ or Either \_\_\_\_\_

Approximate distance from existing power line \_\_\_\_\_

Will the line cross any other property than yours? \_\_\_\_\_ Approximate distance \_\_\_\_\_

If so, whose property? \_\_\_\_\_

Use of power: \_\_\_\_\_

Size of service panel (amps) \_\_\_\_\_ Heating/Cooling System \_\_\_\_\_

Name of Electrician \_\_\_\_\_ Phone \_\_\_\_\_

All new services and changes in services must be inspected prior to the City energizing the service.

An easement may be required prior to installation of power.

**Application submittal and Attachment Checklist:**

This application must be completed and submitted with the below described items to:

Mail to:                      City of Plummer  
   P.O. Box B  
   Plummer, ID 83851

OR

Deliver in person to:      Plummer City Hall  
   880 C Street  
   Plummer, Idaho

Once the application has been determined to be complete, it will be scheduled for completion.

**The following must be submitted:**

- \_\_\_\_\_ Page 2 – applicant and property information
- \_\_\_\_\_ Page 3 – Electrical service information as applicable
- \_\_\_\_\_ Page 4 – Checklist
- \_\_\_\_\_ Page 5 – Certification
- \_\_\_\_\_ Deposit of \$75.00 for quote as applicable
- \_\_\_\_\_ Letter of authorization from owner of record as applicable
- \_\_\_\_\_ Copy of deed as proof of ownership
- \_\_\_\_\_ Vicinity map (no larger than 11x17)
- \_\_\_\_\_ Site plan (no larger than 11x17)
- \_\_\_\_\_ New Customer Application
- \_\_\_\_\_ Utility Deposit of \$200
- \_\_\_\_\_ Fees totaling \_\_\_\_\_
- \_\_\_\_\_ State Electrical Permit
- \_\_\_\_\_ Easement if applicable

**Certification:**

I (We) the undersigned do hereby make application for new utility connections to the property described in this application and do certify that the information provided within and attached to this application is whole, true and correct. I (We) agree to abide by all City laws, rules and regulations regarding utility connections and utility uses as a part of this application and further agree to abide by all utility policies and rates set by the City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

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

State of \_\_\_\_\_ )  
  ) ss:  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, known or identified to me to be the person(s) whose name is subscribed above, and acknowledged to me that he/she/they executed the same.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
Residing at \_\_\_\_\_  
My Commission Expires \_\_\_\_\_