

PUBLIC UTILITY DISTRICT NO. 2 OF PACIFIC COUNTY



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New or Revised Electrical Service Installation Process Summary

The following list provides the necessary steps to apply for a new or revised electrical service (for more detail, see the *REQUIREMENTS FOR ELECTRICAL SERVICE CONNECTION* packet available on the P.U.D. website www.pacificpud.org or by handout at your local P.U.D. office).

- Step 1. Contact the District during the project's initial planning stage to determine the job's scope and what electrical facilities are available. A District representative will then explain the requirements that need to be met prior to applying for service.
- Step 2. Apply for service with the District's S100 Form and pay the application fee (a \$140 application fee for single-phase services or a \$700 application fee for three-phase services, developments and large projects). The application fee will be credited to the cost of the job if it is completed within one year of applying. To apply for service, contact your local P.U.D. office (shown at the top of this page) in person, by telephone, or by e-mail to request the S100 Form, which can be picked up or mailed to you. A licensed electrical contractor working for you can also request and fill-out the S100 Form for you. Property owner to sign, date and fill in all blank sections on the top half of the S100 Form.
- Step 3. Visit your local P.U.D. office in person with a photo ID and establish an electrical account (for new services only). This can be done at any time before, or at the time the S100 Form is completed and the application fee is paid. A customer service representative will discuss the options to secure your account.
- Step 4. A P.U.D. engineer will review the submitted S100 Form, make a site visit, and determine what facilities are needed and the resultant cost to serve. A cover letter and a Line Extension Contract (if necessary) will then be mailed to you. Depending on the circumstances, an Easement may also be required and would be included in the mailer. At this time, the District representative will notify you of the job's scope, what facilities will be installed, and where you need to wire to (the point-of-contact).
- Step 5. Obtain an Electrical Permit from the Washington State of Department of Labor and Industries (L&I) for the installation of the customer-owned facilities. This can be done by the homeowner or a licensed electrician if one is hired to perform the work. For North Pacific County area customers, contact L&I at their Aberdeen Office at (360) 533-8200. For Naselle and Long Beach Peninsula customers, contact L&I at their Kelso Office at (360) 575-6900. Permits can be purchased online at www.lni.wa.gov.
- Step 6. Notify other utilities (TV, telephone, water, sewer, etc.) for coordinating the installation of their facilities.
- Step 7. When the District documents arrive in the mail, review the cover letter outlining the requirements for electrical service along with any other papers in the packet. These documents could be just the cover letter, or they may also include a Line Extension Contract and one or more Easements. Sign the Line Extension Contract and Easement(s) (if included with the cover letter) in the presence of a Notary (a Notary is available at each P.U.D. office) and return the payment with all enclosed executed documents together at the same time to your local P.U.D. office. You must return the Easement(s) with the other documents and the payment, even if the Easement(s) is/are not in your name. The payment and documents can be returned either in person or through the mail. Once the customer returns the documents and pays the fees, the District will apply for any required state or county road permits.

Step 8. After the fees are paid, the road permits are obtained by the District, the service is inspected and approved by the State Electrical Inspector, the service cable ditch is backfilled, and all other necessary trenching and excavation is completed, the District will place the job on the construction list. Actual construction can be 2-8 weeks after the completion of all the requirements depending on the time of year, the scope of the work, and/or the District's current work load. Revised service work will need to be coordinated between a District Representative and your electrician and usually can happen within a couple of weeks.

Step 9. As your individual new service work order nears the top of the construction list, you and/or your Electrical Contractor will be contacted to set a date for the P.U.D. to perform the installations of the facilities. In some cases, the discussion will include the trenching and excavation. District personnel, construction materials, and equipment will be dispatched on the pre-arranged date and the facilities will be installed. In many cases, the electricity will be available when the work is complete; however, in certain circumstances where a primary ditch is involved, the electricity will not be available until the ditch is backfilled.

New or Revised Electrical Service Installation Notes

- All new and revised electrical services must be applied for with the District's S100 Form and must be connected to the P.U.D. through customer-owned and provided underground facilities.
- A Revised Service is an Existing Service that is being altered by the customer in one of two ways. The first revision type is to move the District's point-of-contact for the Existing Overhead Service (i.e. moving the meterbase, moving the service mast, moving the weatherhead, or moving the house knob). The second revision type is upgrading the service's capacity (i.e. replacing a 100amp meterbase with a 200amp meterbase, replacing a 200amp meterbase with a 400amp meterbase, etc.). It is not considered a Revised Service if the customer replaces the existing equipment with identically-rated equipment (in amperes) in the same exact location, although the owner could choose to underground the service. The exception is, any equipment replaced on a Surfside Estates service will require the service to be converted to underground.
- The customer is responsible for providing and installing the meterbase (to be fed from underground) and the underground service wire (in conduit if desired) to the District's point-of-contact (which will be determined by the District representative). The Customer is responsible to meet District Service Entrance and Metering Standards – if you are not 100% sure, please ask.
- The customer is responsible for all the trenching, excavation, backfilling, and restoration required for the installation of both the Customer-owned and District-owned facilities.
- The customer is responsible for all costs associated with the installation of the P.U.D. facilities required for new or revised services.
- When revising a service, a customer can perform the work on their facilities themselves but would need to have a wiring permit in place and would need to contact the District to coordinate the disconnect of the old service and the re-connect of the revised service after the approval of L&I.
- In order to ensure that the work is accomplished in a timely manner, it is critical that all paperwork and fees are taken care of as soon as possible. Do not wait until after the L&I inspection!
- Remember, your work order is not scheduled until after all the paperwork is completed, all fees are paid, all trenching provided, and the electrical inspection is completed and approved.
- All new accounts must be secured with either a guarantor or the payment of a deposit. A positive Credit Report can be used in lieu of a security. A Customer Service Representative will discuss this with you when establishing your new account (which could be before or at the time you submit the S100 Application Form).