

Checklist for Applying for Service

- Section 1 of Application- **REQUIRED**- All Details.
- Section 2 of Application- **REQUIRED**- All Details.
- Section 3 of Application- **REQUIRED**- All Details.
- Section 4 of Application- **REQUIRED**- Type of Service and Entrance Size.

Failure to complete the above will result in the application not being processed.

- Section 5 & 6 of Application- Requested- These details are requested so we can properly size your service.
- Section 7 of Application- Requested- These details are requested to know what stage of the planning process you are in.
- Section 8- Extra Information.
- Site Sketch Waiver- **REQUIRED**- Identify all customer owned facilities marked on Property Site Sketch or check box for no existing or future proposed private facilities on property.

Notes:

A meter socket is to be provided and installed by the customer.

Inspection is required to be done prior to us being able to energize service.

4. ELECTRIC INFORMATION: REQUIRED

Existing Service (upgrades/relocates) New Service

Electrical Service Type: Overhead Underground

Entrance Size: 100 200 400 Other: _____

Preferred Meter Location: _____

Temporary Service: Yes No *If yes, provide date site will be ready for service:* _____

Electrical Contractor: _____

Contact Name: _____ Phone #: _____

5. NEW OR ADDED EQUIPMENT:

Furnace Boiler Central Air Qty: _____

Water Heater Gallons: _____ Qty: _____

Ground Water Heat Pump Range Dryer Hot Tub Sauna Pool Heater

Welder Compressor Indoor Agricultural Electric Vehicle (EV)

6. HEATING INFORMATION:

Electric Gas/Propane Geothermal Wood

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

Existing structure – *date home was built?* _____

In the planning stage

Septic permit obtained

Property is staked – *if not, when?* _____

Building is staked – *if not, when?* _____

Site has been excavated – *if not, when?* _____

Basement walls/foundation poured _____

Basement/foundation backfilled – *if not, when?* _____

Meter base installed – *if not, when?* _____

Desired service route cleared of debris

8. STRUCTURE INFORMATION:

Construction Type: Single Family Mobile Home Duplex Modular Other: _____

Usage: Year-Round Use Seasonal

Structure Setback from Edge of Road: _____ Bldg square footage: _____

Electric meter base location: on building standalone pedestal

Deck location: _____ Porch location: _____

Privately Owned Buried Facilities – check all that apply – these must be flagged and/or exposed on site and drawn on sketch

LP Line Animal Fencing Landscape Lighting Private Electric Water Line/Well Other: _____

ADDITIONAL INFORMATION:

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.

- Site sketch waiver must be received.
- Foundation must be backfilled and within 6" of final grade.
- Service route cleared 10' wide of brush, etc.
- The electric meter base must be installed.
- Easements need to be signed and on file.
- Some construction charges are to be paid in advance.

Other Important Details:

- It's important to contact the utility if there are changes to your site.
- When your service requirements are met, and we are notified that your site is ready, service installation typically begins within 10 business days. After the electric is installed and your Electrical Inspection is received, the meter is typically set and energized within three business days. This timeline is dependent on the complexity of your job, weather, road restrictions, and crew availability.
- Winter Construction Charge may apply.

Return to: UPPCO – Attention: Customer Contact Center

- E-mail: customerservice@uppcocom
- Fax: 906-485-2431
- Mail: 500 N. Washington St., Ishpeming MI 49849

Questions: Call 800-562-7680 or visit our website at www.uppcocom

Internal Use Only:

How did I, as the call handler, provide the customer with the site sketch/waiver form:

E-mailed Customer Faxed Customer Phoned Customer Mailed Customer

Steered Customer to Internet Other: _____

MUST BE FILLED OUT COMPLETELY



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

Customer Name: _____

Service Address: _____ City, State, Zip _____

Location Of Customer-Owned Facilities

All above ground and underground facilities must be clearly identified on your Property Site Sketch below.

Customer is required to indicate all that apply on the Property Site Sketch — see included EXAMPLE on Page 2.

- Desired electric meter location with footages from nearest corner of the building (Indicate with E).
- Wells and private water lines including underground sprinkler systems with connecting lines to buildings.
- Municipal sewer/water laterals
- LP fuel lines/tanks with connecting lines to buildings
- Septic systems/drain fields with connecting lines to buildings
- External wood furnaces and associated buried heating lines
- Drain tile/buried down spout and sump pump lines
- Air conditioning units and all fresh air intakes
- Invisible Fences
- Geothermal heat pumps with connecting lines to buildings
- Planned or potential deck, patio, swimming pools or outbuildings
- Existing and future landscaping features
IE : Landscape berms or retaining walls
- Private underground wiring
- Private cable/satellite TV Lines
- Other

If no existing or future proposed private facilities on the property check here

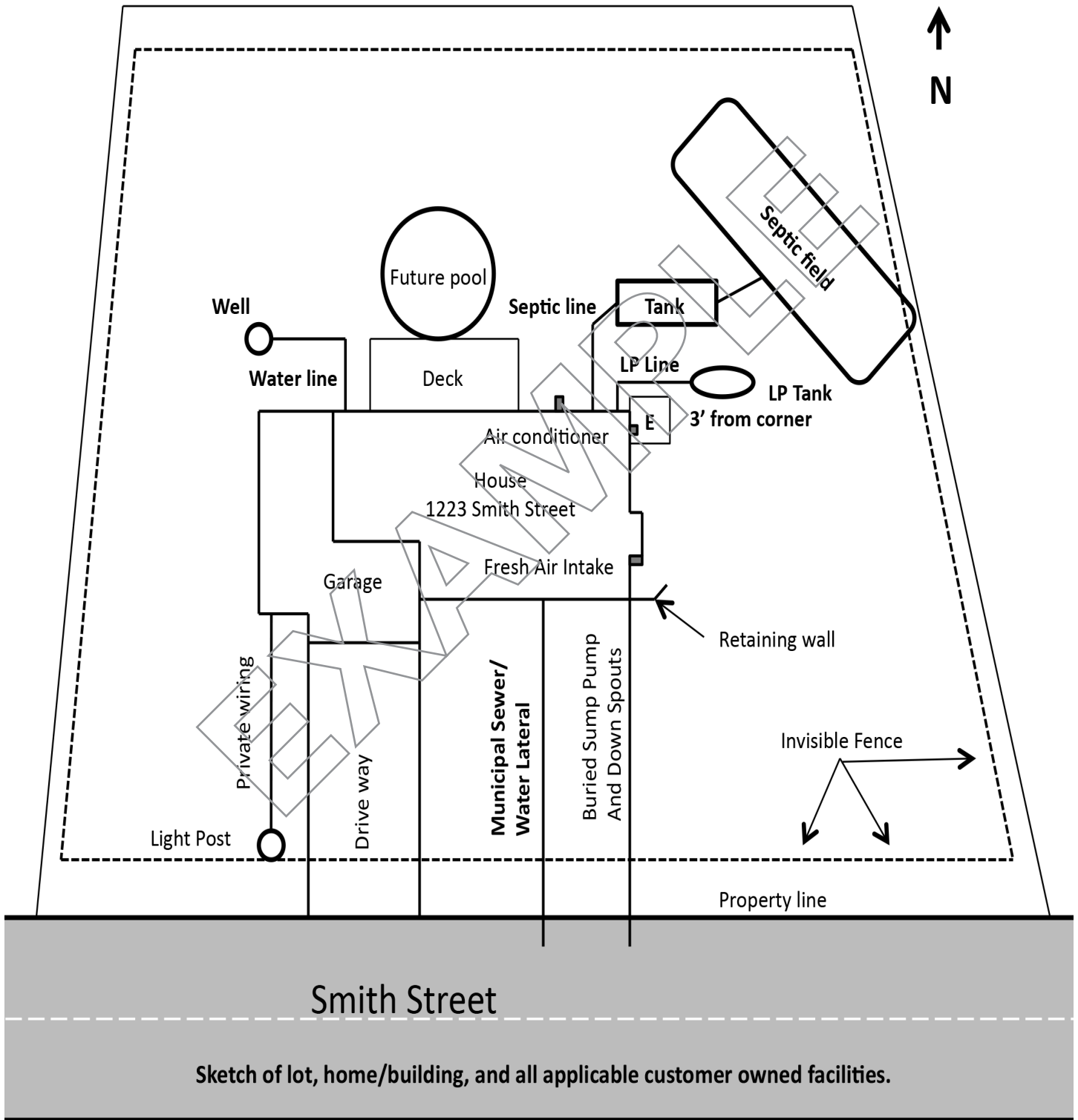


At the time of construction, all existing or proposed private underground facilities must be marked or exposed before service can be installed.

Construction Authorization / Underground Damage Liability Waiver:

I certify that I own or am the authorized representative of the owner of the property of the service address indicated on this Property Site sketch, and that I have read and understood the above statement regarding marking and / or exposing all private underground facilities. I furthermore agree to hold Upper Peninsula Power Company and/or its agents harmless for any damage to private underground facilities that occurs during the installation of gas or electric service as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked and / or exposed.

Signature: _____ **Date:** ____/____/____



Please complete and return this form to:

Upper Peninsula Power Company • Customer Contact Center • 500 N. Washington St., Ishpeming, MI 49849

Residential Service: Phone: 800-562-7680 • Fax: 906-485-2431 • Email: customerservice@upppo.com

Business Service: Phone: 800-337-8445 • Fax: 906-485-2431 • Email: customerservice@upppo.com

Website: www.upppo.com