



# 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 of Application - Requested**

These details are requested so we can properly size your service.

## **Section 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 understand what stage of the planning process you are in.

**Section 8** - Extra Information.

**Site Sketch & Liability 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.

## **PLEASE NOTE:**

1. A **meter socket** is provided and installed by the customer.
2. A county electrical **inspection is required** to be done prior to UPPCO 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](mailto: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](http://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**

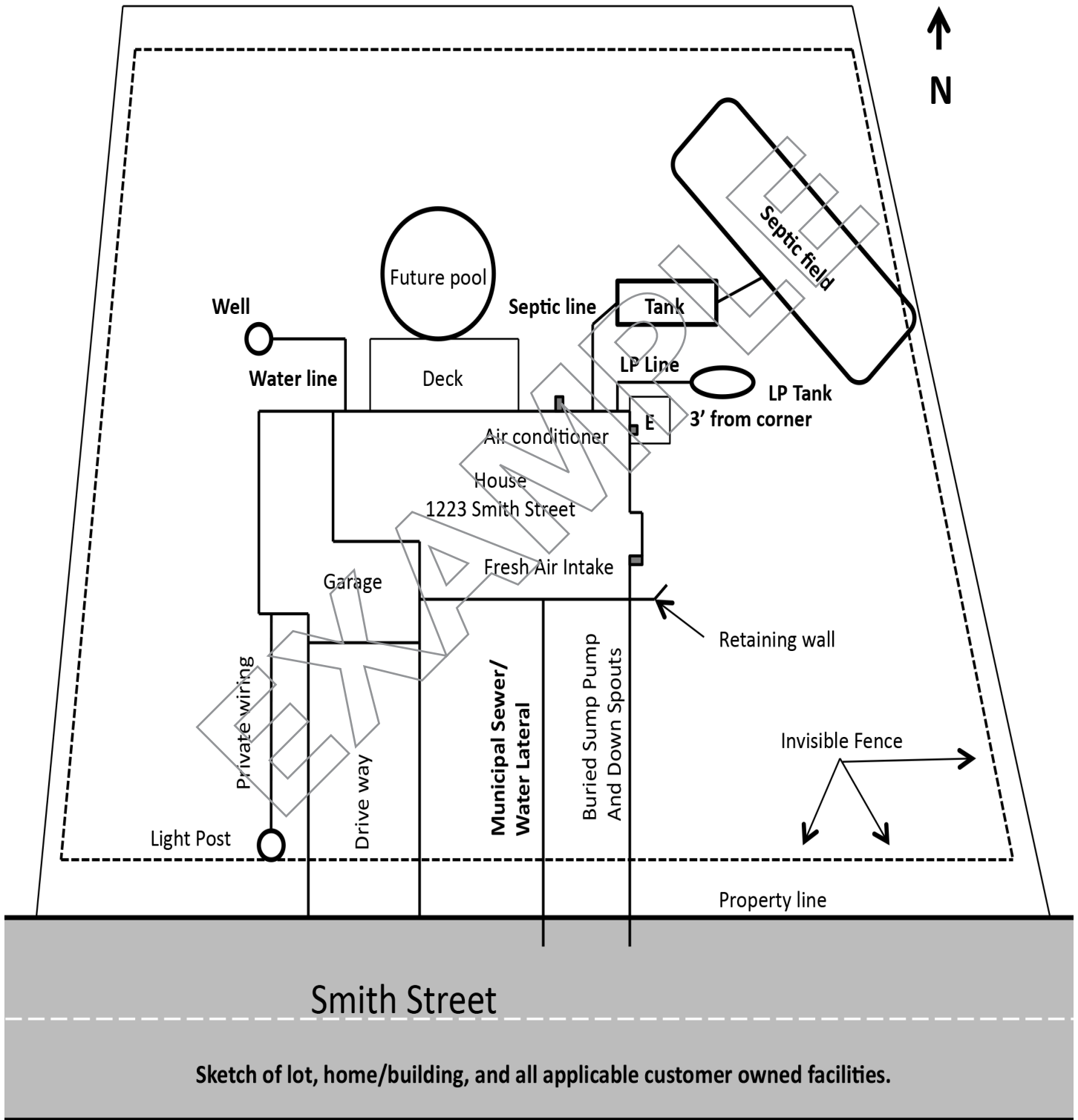


**At the time of construction, all existing or proposed private underground facilities must be marked or exposed before service can be installed.**

**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](mailto:customerservice@upppo.com)

Business Service: Phone: 800-337-8445 • Fax: 906-485-2431 • Email: [customerservice@upppo.com](mailto:customerservice@upppo.com)

Website: [www.upppo.com](http://www.upppo.com)