



PUBLIC UTILITY DISTRICT NO. 2 OF PACIFIC COUNTY

405 Duryea Street
P.O. Box 472
Raymond, Washington 98577
(360) 942-2411 FAX (360) 875-9388
cs.north@pacificpud.org

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Long Beach, Washington 98631
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New or Revised Electrical Service Installation Process

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* available at www.pacificpud.org/new.html or at your local PUD office).

- Step 1. Apply for service with the District's **Application for New or Revised Service** and pay the application fee (a \$170 application fee for single-phase services or a \$770 application fee for three-phase services, developments, and large projects). The application fee will be credited to the cost of the job if the total job cost is paid in full within one year of application. The Application for New or Revised Service can be found at www.pacificpud.org/new.html or by contacting your local office. A licensed electrical contractor can also request, complete, and return the application for you. Applications can be returned via mail, email or in person and payment can be made using check, cash or Visa/MasterCard.
- Step 2. New customers are required to fill out a **Residential Application**. This application can be found at www.pacificpud.org/open.html or by contacting your local office and must be returned with the Application for New or Revised Service. A method of securing your account will be required in the form of credit check, deposit, or guarantor as determined by a Customer Service Representative.
- Step 4. A P.U.D. engineer will review the submitted Application for New or Revised Service 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.
- Step 5. Obtain an Electrical Permit from the Washington State 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, 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 documents. If a Line Extension Contract and/or Easement are included, it is required that they be signed in the presence of a notary (available at PUD offices). Once this is completed, documents and full payment of fees (cash or check only) can be returned either in person or through the mail. Upon receipt of all required documents and fees, the District will apply for any required state or county road permits.

Step 8. After the service is inspected and approved by the State Electrical Inspector, microduct installed in service cable ditch, the service cable ditch 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 completion of all requirements depending on the time of year, the scope of work, and/or the District's current workload. Revised service work will need to be coordinated between a District Engineer and your electrician and can typically be scheduled 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

- 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 existing overhead service (i.e., moving the meterbase, service mast, weatherhead, house knob, or converting to underground). The second type of revision is upgrading the service's capacity (i.e., replacing a 100-amp meterbase with a 200-amp meterbase or replacing a 200-amp meterbase with a 400-amp meterbase, etc.).
- It is not considered a revised service to replace the existing equipment with identically rated equipment (in amperes) in the exact same location unless choosing to convert to underground (strongly encouraged by the District to improve service reliability). An application for New or Revised Service is not required in this instance; however, the District must be contacted to schedule a disconnect of electricity while the replacement is occurring. An exception to this is in Surfside Estates where all services are to be converted to underground at the time of any equipment replacement.
- 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 Engineer). The installation of District provided microduct conduit will be required as well. The Customer is responsible for meeting 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 on private property. Trenching in public right-of-way is on a case-by-case basis.
- 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.
- 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, property corners marked (if required), microduct installed, the electrical inspection is completed and approved, and service cable ditch backfilled.



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PUD USE ONLY
Circle One
WOC or POC
S100#

APPLICATION FOR NEW OR REVISED SERVICE

Name	Phone	Cell Phone
Mailing Address	Email	
City	State	Zip Code

Service Address Information

Legal Description/Parcel
Street Address
Electrician

Occupancy Class		Service Class		Temp. Construction Service		Site Plan Attached	
Permanent	Seasonal	New	Revised	Yes	No	Yes	No
Occupancy		Service Voltage		Service Size		Installed Electric Load Information	
Residence sq ft: _____		120/240 volt		100 Amp		Range Cadet _____ kw	
Mobile Home sq ft: _____		_____ volt		200 Amp		Water Heater Heat Pump _____ ton	
Rec. Vehicle		Single Phase		400 Amp		Clothes Dryer Furnace/Aux _____ kw	
Other _____ <small>(description & sq ft)</small>		Three Phase		_____ Amp		Motors _____ HP Other _____	

Additional Information

Signature (Owner or Electrician)	Date
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Please verify that your application is filled out completely. This information is required to determine load and an estimation of cost for service. If you have questions please contact your electrician or a PUD engineer.

PUD Use Only Below This Point

Date Received	Customer #	Account #
Application Fee \$	Deposit Required <small>Yes No</small>	Bill Cycle
Microduct	Customer Class	Rate Schedule No.

New Account \$ _____	Estimated Cost to Service	\$ _____
Deposit \$ _____	Allowable Expenditure	\$ _____
Temporary \$ _____	Fee Cash Payment	\$ _____
Field Check		Contract Cash Payment
By: _____ Date: _____	New Service Capacity Charge	\$ _____
Remarks: _____	Required	Sent Received
_____	Contract	_____
_____	Easement	_____

Metering			Service	
Set	Demand	C.T.	Run	Tap Underground Secondary Riser
Remove	Single Phase	400 Bolt-In	Swing	Tap Underground Transformer
	Three Phase	Turtle/PLX	Remove	Tap Underground Secondary Tub