
NEW SERVICE CHECKLIST

Jackson Electric Cooperative is a consumer-member electric utility committed to delivering affordable, reliable, and safe energy to your home and/or business. The following checklist will help guide you through your new line construction.

Getting Started

The following must be completed and submitted to Jackson Electric Cooperative's office before we can process your new line construction request. We ask that you mail-in, fax, or drop off your completed membership application in-person or in our secure drop box located in our office parking lot. Your new service request form can be delivered to our office via email to operations@jackelec.com, standard mail, in-person, or our secure drop box.

- Membership Application** If you are not an active member of Jackson Electric Cooperative, you must complete the new member application included in this packet and fulfill all of the requirements for membership.
- New Service Request** Complete and return the New Service Request form included in this packet. It's important we know what you will be using for electricity so that your transformer can be properly sized.
- Construction Deposit** All new services will be charged a non-refundable construction deposit of \$250. This deposit must be paid in full before an appointment is scheduled. You can mail in this payment, pay at the office, or once membership is established, by telephone or by using our online payment portal with your account number. The deposit will be applied towards any balance due to the Cooperative only if construction is completed within the 24 months following the date of the construction deposit payment.
- Easements** A Jackson Electric representative will draw up the easement(s), but it is your responsibility to provide us with your legal land description for the document. All easements must be signed by all parties involved with the parcel, such as with joint ownership. The signature(s) must be witnessed by a Jackson Electric representative or a notary. We can witness the signature(s) during your site visit appointment, as long as all required parties are present. If we need to access your neighbor's property to reach your location, we also require a completed, signed, and notarized easement from your neighbor(s). It is your responsibility to contact your neighbor(s) to obtain any additional easements needed for your new construction. The easement will be a minimum of 15 feet from the center of the outside conductor. This document is recorded with the Register of Deeds in your county, and there is a \$50 filing fee that will be billed to you for each easement recorded.

Appointment with Staking Technician

Once the membership application, new service request form, and construction deposit are submitted to our office and processed, a representative from our office will contact you to schedule an appointment with our staking technician.

- **Site Visit** An appointment with our staking technician will take place at your construction site. During this meeting, the staking technician will need to know the location of the following:
 - Meter socket. Main meter and a second meter if participating in the Dual Fuel Program.
 - Transformer. Your transformer will be sized according to your electrical needs as listed on your New Service Request form.
 - Area light.
 - Additional property improvements. If you request that the facilities need to be moved at a later date due to additional construction, you will be charged the full cost of the facility relocation.
- **Construction Costs** Accurate construction costs will be calculated after the staking technician has completed the site visit.

Final Steps

If you intend to proceed with your new line construction after your site visit appointment, the items listed below will need to be completed prior to the start of construction:

- **Fees** All new service and line construction fees must be paid in full before construction begins.
- **Permits** If Jackson Electric Cooperative is required to obtain any state or county permits in reference to your line construction, the permit fees will be paid by the member.
- **Electrical Contractor's Affidavit** A signed wiring affidavit must be completed by your electrician. Your electrician must mount the meter socket and run all wires. Uniform Dwelling Code (UDC) inspection must be completed before an electric meter is installed and energized. This form is included in this packet.
- **Backfill and Excavating** All backfilling and excavation must be within 4" of final grade before we will install electric wires.
- **Locate Private Utilities** Jackson Electric Cooperative will contact Diggers Hotline. It is the responsibility of the member to locate all private utilities not located by Diggers Hotline.

Construction Begins

Once the site visit by our staking technician has taken place and the locate clears, the construction will be scheduled. We make every effort to complete a job as scheduled. However, power outages take precedence over new service construction which may cause a delay in your construction plans.

To accommodate your construction schedule, please allow us adequate time to obtain the needed material and equipment. The sooner we know your project requirements, the better we can meet your service request.

If you plan on having Jackson Electric Cooperative install new electric service on your property after November 1, an additional charge may be applied if the conventional method of electric service installation is not available due to frost.