



## Steps to Electrical Service

Steps marked **bold** and with a box are the responsibility of the member. All other tasks will be by LEC.

### **Step 1:**

- Complete and sign application.**
- Pay engineering deposit.**
- Provide a copy of a document with legal property description and landowners.**
- Contact phone company if applicable.**

### **Step 2:**

- Identify location of wet utilities.**
- Identify structure sites.**

Set appointment for field visit.

Conduct field visit and staking if necessary.

Draw design and prepare documents.

Mail cost estimate, easement, and new service connect to be signed.

Secure any additional easements if applicable.

### **Step 3:**

- Review all design(s) and documents.**
- Sign documents and return with payment.**
- Submit other documents such as proof of electrical permits.**
- Complete site preparation.**

### **Step 4:**

When all information is complete and received, the job will be released to LEC Operations Department for construction.

### **Step 5:**

Complete construction<sup>1</sup>.

Energize service, start of regular billing.

Reconcile any job costs and forward to member.

- Settle any credits or debits if necessary.**
- Complete and return survey card.**

\*Please note the time between application and new service installation can vary depending upon the time taken between steps.

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<sup>1</sup> Cable plowing and terminating may occur at separate times.