

Process for New Service or Upgrading Existing Electrical Service

Step 1:

Member calls for New Service or an Upgrade to an existing service

- Staking appointment to be scheduled during call (appointments typically run 2-4 weeks out)

Step 2:

On site meeting with Field Engineer

Your Field Engineer may discuss these topics with you:

- Path of service
- Right of Way clearing
- Type of service (meter base size)
- Location of meter base
- Underground or Overhead Service
- Location of transformer (If applicable)
- Easement Form
- Service Pamphlet

Step 3:

Call For Final Flag

After:

- Easement Form(s) notarized, recorded, and returned to office
- Right of Way cleared
- Hard surface is in place (gravel or pavement) *No more than 21 ft. from pole/transformer
- Meter Base mounted (Perm. Or Temp.)
- Meter Base wired by members electrician
- Meter Base inspected (where applicable)

*appointments typically run 2-4 weeks out

Step 4:

Final Flag Process

Field Engineer will:

- Give final approval (Right of Way/Meter base/ Hard surface area/ etc.)
- Flag service path
- Submit finished plan within two business days

Member to:

- Call and create new account for service (I.D., SSI#, Membership Application & Fee, Credit check fee and possible deposit)
- Pay Contribution in Aid of Construction (if applicable)

Step 5:

Job Issued

- Allow 2-3 full business days for locates (completed by underground contractor and/or UDWI REMC)
- Allow 10 full business days for underground work
- Allow 10 full business days for UDWI REMC overhead work & connect (after underground work is complete)