

Commercial Construction Checklist

Commercial Builder,

Thank you for selecting Magic Valley Electric Cooperative, Inc. (MVEC) for your new electrical service. MVEC is a member owned cooperative and service satisfaction is the goal we strive to achieve for all our Members.

In order to provide service to your construction project, please complete and sign an application for service at one of our MVEC offices or fax/mail the application (located in the Builder/Developer section of our web site). Please provide the following information for the application:

- A. Customer's name and telephone contact number.
- B. Billing address and physical location or address;
(a close neighbor's meter number will help on the physical location.)
- C. Social security number and drivers license number.
- D. Signature on application.

We require a membership fee of five (5) dollars per member, a set up fee of twenty five (25) dollars, and either a deposit or letter of credit. We may indicate fees (except deposit) on the bill or you may pay them at one of our offices. The county or city will require an electrical inspection permit or clearance. In order to obtain a permit, please contact the appropriate county or city inspection office. The inspection office will inform us of the approval to connect with the permit number.

Please provide the following information in order for us to provide service in a timely manner.

- 1. Location ————— Scheduling an appointment at the field location will be very helpful; engineering will indicate location of meter.
- 2. Electrical loads – Example: gas/electric cooking, air conditioner size in tons, building size (square feet), or more detailed information for commercial or larger facilities.
- 3. Underground — Additional requirements are necessary for the underground request; example: customer is responsible for trench, conduit, pull-string, and backfill for underground service.
- 4. Requirements — Detailed requirements are shown on the attached sheets.

After we receive the provided information, we will design your line and inform you if we will require aid to construction or costs. Normally, MVEC does not install electrical service until the customer has met all the requirements summarized above and detailed on the following sheets. After you meet these requirements, we will provide service to you in an appropriate time work schedule. The MVEC tariff generally agrees with the above; however, the tariff will supercede the above if the two are in conflict.

We appreciate the opportunity to serve you and thank you for your cooperation and membership. Please let us know if we may serve or assist you further. Thank you.

LOCATION OF METER

- A.** See the sketch attached for the proper location of the meter.
- B.** Schedule an appointment with a field representative.
- C.** Engineering indicates the location of the meter. Please check with a field representative.
- D.** Easements are necessary if we cross another owner's property to serve the meter on your property.
- E.** Clearances from electrical power lines and buildings and other obstructions are necessary.

ELECTRICAL LOAD (information sheet is available)

- A.** Please inform us of the approximate size of commercial building in square footage.
- B.** Inform us the size and number of air conditioner in tons and the size of heating in KW.
- C.** Inform us if gas is provided.
- D.** Inform us if you will additional loads..

METER SERVICE (connection point)

- A.** Please follow MVEC standards such as minimum wire size, meter locations etc. MVEC provides standards to follow for electrical contractors and customers.
- B.** Customers sign a request for service at any of our division or district MVEC offices. We require one membership fee of five dollars, a set up fee of twenty five dollars for each meter, and also a deposit or letter of credit from each member.
- C.** Most areas require a city or county electrical inspection permit. Please check with the city or county. A list is attached for your convenience.
- D.** Access to the meter is essential. If the area is locked, MVEC will need to install our lock also.

TEMPORARY SERVICE

MVEC charges up labor, down labor, and unsalvageable material for all temporary work except when the temporary work involves only a service (length is limited). We will calculate the cost or aid to construction based upon the number of poles, wires, transformers, associated material, and labor. We will inform the member of costs and work the job after receiving payment. Please locate the temporary service pole as close as possible to our existing facilities to reduce your cost of installing temporary facilities. Sketches are available showing the proper location of the customer's temporary meter pole.

UNDERGROUND SERVICE

A. Conduit

1. Primary or secondary conduit may be necessary. Please consult with MVEC representative.
2. Customers provide the service trench, conduit with pull string, and backfill from the meter location to stop two feet before the transformer / pedestal OR from the meter location to the wood pole (install conduit up the pole a minimum of two feet above final grade and temporarily cap end of conduit). Conduit size is a minimum 2½ inch schedule 40 PVC. For large conductor, larger conduit size is necessary. Please follow MVEC specifications on proper trench depth / width, location, and etc. (sketches are available). Please notify MVEC when trench and conduit are ready for inspection.

B. Land grades or elevations

Please provide final land grades at locations of electrical facilities.

C. Clearances

We require special distances or clearances from the underground facilities. Sketches are available.

SECURITY LIGHTING

- A. MVEC provides lighting to be billed either to the city, the subdivision association, or developer.
- B. MVEC can suggest a lighting layout (additional easements may be necessary). Please provide an approval letter from the city or municipality (if the subdivision is within the city limits) agreeing on locations and monthly charges for lights.
- C. If the association/developer/customer pays the monthly bill for security lighting,
 1. We require aid to construction or cost if we set any new poles exclusively for the purpose of serving security or flood lights.
Normally, the minimum cost for each new wood pole is \$750.00.
 2. We do not require cost if the security light is set on an existing pole.
 3. We require additional aid to construction if the lights require construction, which is not normal lighting construction and this is determined by MVEC.
 4. Monthly rates are applicable for poles and lights.
- D. If the municipality pays the monthly bill for lighting, then MVEC does not require aid to construction in new recorded subdivisions in the city limits. However, if the city requires revisions to existing subdivisions, then we do require aid to construction equal to the total cost of the revision. Monthly rates are applicable for lights only.
- E. Customer may request individual lighting. Aid to construction or costs are applicable as shown in tariff and C-1, 2, 3, & 4 above.

AID TO CONSTRUCTION

MVEC allows a limit of \$2,000.00 per customer for General Service (Rate 441) and \$10,000 per customer for Large Power (Rate 561) line extensions. The amount of costs over the limit is the “aid to construction”. Before line construction, we will inform you if aid to construction is required. We schedule the construction of the electrical line after aid to construction is paid. Please check with field representative or engineering on limits of power line distances, size & type of electrical load, and size of facilities.

STANDARD/SPECIFICATION BOOKLET – Booklet or “Red Book” is available. Please follow standards or guidelines in the booklet.

In order to expedite service to you and prevent delays, please follow the above guidelines. After guidelines are met, MVEC will place your order for service in an appropriate time work schedule. Normally, MVEC does not install facilities until the customer has met the above listed requirements.

MVEC appreciates the opportunity to serve you. Please contact us if we may be of further service or if we may help you in any way.

Thank you.

H. Service Entrance Location Sketch

This section contains a large grid of small dots, intended for a sketch of service entrance location. The grid is approximately 30 columns wide and 60 rows high, providing a detailed area for drawing and marking the location of service entrances.