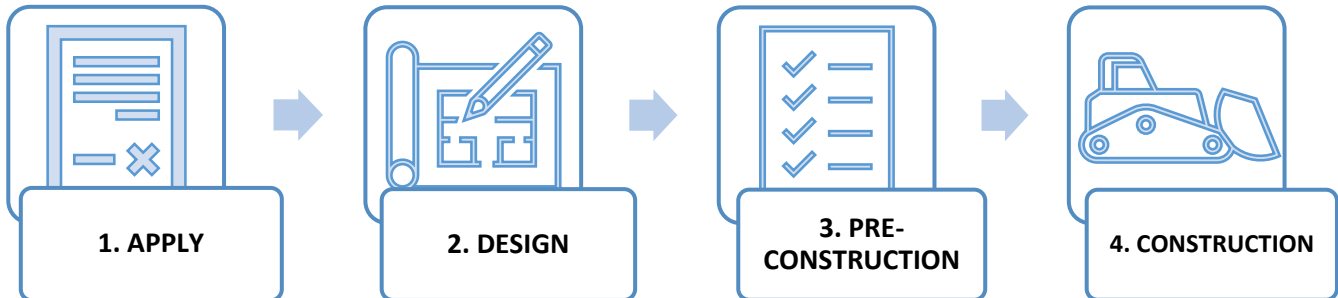




**Complete this Form to:**

- Have new electric facilities installed on your property for the purpose of providing electric service to a permanent or seasonal building, dwelling, cottage, mobile home, barn, garage, outbuilding or similar structure.
- Make a change to your existing service such as a conversion from overhead to underground, upgrade the size of your service, or reroute the path of your existing service.



**CONTACT INFORMATION**

All documentation should be sent to:

**Traverse City Light & Power, Attn: Scheduling**

- Email: [servicerequest@tclp.org](mailto:servicerequest@tclp.org)
- Mail: 1131 Hastings Street, Traverse City, MI 49686

The scheduling department can be reached at (231) 922-4940 ext. 243



**Things to Know:**

**SCHEDULE OF FEES & ALLOWANCES\***

- **Line Extensions (New or upgraded TCLP facilities required to serve Customer-requested load)**

Where applicable, the project cost invoiced to the Customer by TCLP is referred to as Contribution in Aid of Construction (CIAC). This is equal to the estimated cost of the work needed to bring service to the Customer less the Extension Allowance.

Schedule of Fees & Allowances		
Type	Description	Amount
Extension Allowance	Residential	\$929.00
	Commercial (General & Demand)	Three (3) years of estimated annual added revenue

- **Customer Accommodations (Customer requests such as relocating facilities, converting overhead lines to underground, or changing service voltage not required by an increase in electrical demand)**

Such services may be performed solely at the Customer’s expense and at TCLP’s discretion. The Customer’s non-refundable CIAC will include the entire project costs less any applicable salvage.

**Note: Unless otherwise approved by TCLP, in writing, seasonal limitations for underground work shall be November 15 to April 15. TCLP will not perform customer initiated underground work during this period.**

- **Simple Temporary Service**

A flat fee of \$250.00 is required for simple temporary services.

*\*For the current full Rules and Regulations see the TCLP website <https://www.tclp.org/rules-and-regulations-policy/>*

- **Utility Billing Rates**

For all current electric tariff rates please refer to our Electric Rate Book found on our website at [www.tclp.org](http://www.tclp.org).

**METER BASE INSTALLATION**

- Meter bases are provided by TCLP at no cost and can be picked up from our office located at 1131 Hastings Street, Traverse City, during normal business hours (M-F 8:00AM-4:30PM).
- The cost and scheduling of all electrical inspections are the customer’s responsibility.
- Upon receipt by the Customer, the installation, ownership, and maintenance of the metering equipment becomes the responsibility of the property owner.
- Meter bases will not be energized without an inspection sticker.

**ELECTRICAL INSPECTORS**

[Grand Traverse County](#)

Office: (231) 995-6049 and (231) 995-6028

[Local State Inspector](#)

Office: (231) 577-8785

[State Inspector](#)

(517) 241-9320

[Leelanau County](#)

Office: (231) 256-9806/Fax: (231) 356-7555



**Project Checklist** *Reference this checklist to assist with your project.*



**1. APPLY**

- Complete and sign the Application with accurate Service Address.
- Include load information and indicate service size/type preference.
- Complete and attach a detailed site sketch, blueprint, survey, plat or similar document.

*Please be sure to fill out application form completely to avoid delays. The Engineering Technician will contact you with any questions or follow-up. Customer installations must conform to the information found in TCLP's Electric Service Requirements, found at [https://www.tclp.org/Uploads/Electric\\_Service\\_Requirements.pdf](https://www.tclp.org/Uploads/Electric_Service_Requirements.pdf).*



**2. DESIGN**

- As needed, the Engineering Technician will schedule a site visit to discuss the details of your job and provide options available for your project. Please stake all facilities including property lines and underground customer-owned facilities. (i.e. septic, sprinklers, dog fence, etc.)
- Mark your proposed meter location.
- Any deviations from the current design must be discussed with the Engineering Technician prior to construction.

*In accordance with [chapter 1366.04 of City of Traverse City, city ordinances](#), all new installation of utilities shall be placed underground.*



**3. PRE-CONSTRUCTION**

- TCLP will supply easement forms if required. Customer is responsible to have documents signed and notarized. TCLP can assist with notarizing as needed.
- Have meter base installed and inspected by the county electrical inspector.
- Have site and foundation back filled within 6" of final grade.
- Provide a 15' wide path along the route of the electrical facilities (e.g. poles, lines, transformers, etc.) free of dirt piles, debris, construction material, etc.
- Submit payment for any CIAC and return a signed Line Extension Agreement, where applicable.

*Notify TCLP when all the above is complete.*



**4. CONSTRUCTION**

- Upon completion of the above steps, TCLP will contact you to coordinate the scheduling of your job. Scheduling availability varies by workload and resources; this can result in somewhat longer timeframes in the summer.
- TCLP will contact Miss Dig to mark all underground public utilities for any TCLP excavation. TCLP does not contact Miss Dig for customer/developer excavation.
- Customer is responsible to mark the location of any private facilities in the vicinity of the excavation. TCLP is not responsible for damage to unmarked facilities.

*TCLP crews will install facilities as designed. If TCLP excavation is involved, the trench will be back filled, and the site made ready for final restoration by the customer. TCLP is not responsible at a later date for earth settling of the trench, or for putting in black dirt or sod over the trenched area.*



**APPLICATION**

<b>Type of Service Requested</b> <i>Check all that apply</i>			
<input type="checkbox"/> New Service	<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Convert Overhead to Underground*
<input type="checkbox"/> TCLP fiber (If available)	<input type="checkbox"/> Temporary Service		
<b>Service Address:</b> _____			
*Conversion of other non-TCLP overhead utilities (e.g., phone, cable, etc.) is the responsibility of the customer.			
<b>Utility Account Information</b> <i>List information as it should appear on the utility account</i>			
Primary Account Holder Last Name, First Name, M.I.		Joint Contact for Account Last Name, First Name, M.I.	
If applicable, Business Name: _____			
Mailing Address		Primary Phone	Secondary Phone
City, State, Zip		Email Address	
<b><i>This section is only required if a new utility account needs to be established for the service address listed above.</i></b>			
Social Security Number		Date of Birth	Driver's License Number
			State
Current Employer	Work Phone Number	Previous Address	
<b>Contractor/Builder Information</b>			
Company Name		Mailing Address	
Contact Person		City, State, Zip	
Email Address		Phone Number	
<b>Electrician Information</b>			
Company Name		Mailing Address	
Contact Person		City, State, Zip	
Email Address		Phone Number	



**APPLICATION - SITE & SERVICE INFORMATION**

**Failure to complete this section will result in design delay.**

<b>Site/Structure</b> <i>For multi-meter buildings APPENDIX A must be provided</i>		
<b>Building Use: (Check two)</b> <input type="checkbox"/> Year-Round <input type="checkbox"/> Apartments <input type="checkbox"/> Seasonal <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Subdivision	<b>Construction Type: (Check one)</b> <input type="checkbox"/> Spec Home <input type="checkbox"/> Framed/Custom <input type="checkbox"/> Modular <input type="checkbox"/> Mobile <input type="checkbox"/> Duplex <input type="checkbox"/> Other:	<b>Square Footage:</b>  <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
<b>Service</b>		
<b>Electric Service Requested:</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<b>Check desired service voltage: (Not all voltages are available at all locations)</b> <input type="checkbox"/> 120 V. 1 phase, 2 wire <input type="checkbox"/> 120/208 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 1 phase, 3 wire <input type="checkbox"/> 277/480 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 3 phase, 4 wire	
<b>Electric Load</b>		
For SERVICE UPGRADES, check HERE <input type="checkbox"/> if no additional load, and complete 'Main Disconnect Size' section ONLY		
<b>Main Disconnect Size:</b>  Amps _____ Volts _____ Phase _____	<b>Electric Appliances: (Check all that apply)</b> <input type="checkbox"/> Dryer <input type="checkbox"/> Oven <input type="checkbox"/> Heat <input type="checkbox"/> A/C    FLA _____ LRA _____ <input type="checkbox"/> Range <input type="checkbox"/> Water Heater <input type="checkbox"/> Other:	<b>Other Load: (i.e. well pump, sump pump)</b>  Total kW of Other Load  <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>

<i>Commercial Sites Only</i>		
Sq. Footage of Building _____	Units per Building _____	Average Sq. Footage per Unit _____
Lighting Load = _____ kW Equipment Load = _____ kW Total Motor Load* = _____ kW Other Load = _____ kW  Total Connected Load = _____ kW	<b>*Motor Load</b> Total 1PH Motor _____ hp x (.746) = _____ kW Total 3PH Motor _____ hp x (.746) = _____ kW Largest Motor _____ hp NEMA Code: _____ Single phase motors 10 hp and larger may require assisted start Three phase motors 30 hp and larger may require assisted start	
Is there any additional load anticipated in the next 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		



**APPLICATION - NEW SERVICE SITE SKETCH AND LIABILITY WAIVER FORM**

The location of all private underground facilities and structures must be identified or exposed by the customer. Include the location of all private underground facilities or structures on the drawing below.

**TCLP will not be liable for damages resulting from applicant's failure to mark out locations or from incorrect marking.**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> LP or natural gas lines | <input type="checkbox"/> Cable, Satellite TV or internet lines  | <input type="checkbox"/> Wells, water lines &/or sprinkler systems |
| <input type="checkbox"/> Sewer lines             | <input type="checkbox"/> Electrical wiring to outdoor facilities<br>(e.g. yard lights, garages, etc.) | <input type="checkbox"/> Future additions, decks or outbuildings   |
| <input type="checkbox"/> Invisible fencing       |   | <input type="checkbox"/> Preferred location of electric meters     |
| <input type="checkbox"/> Driveways and sidewalks | <input type="checkbox"/> Septic systems, mounds or drain fields                                       |  |

<p><b>Example of Site Drawing</b></p>	<p><b>Customer Site Drawing</b> <input type="checkbox"/> Site plan provided instead</p>
---------------------------------------	---



Please read before signing:

This form must be signed by the **PROPERTY OWNER LISTED ON THE TAX PARCEL RECORDS.**

**Construction Authorization/Underground Damage Liability Waiver:**

I certify that I own the property of the service address indicated on this Site Sketch, blueprint, survey, plat or similar document provided and that I have read and understood the above statement regarding marking, exposing or locating all private underground facilities. I represent that the information in this application is correct to the best of my knowledge. I understand that any changes made to the information or attached documents may increase the time and costs required for Traverse City Light & Power to provide service to this project. I furthermore agree to indemnify and hold Traverse City Light & Power, its employees and agents harmless for any damage to private underground facilities that occurs during the installation of electric service, or as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked, exposed or located.

**Utility Account Establishment:**

An established utility account is required before service can be connected. The undersigned hereby agrees to establish a utility account with Traverse City Light & Power, if an account is not already established for this service address, and to accept services. All new customers (a new customer will be defined as a customer who has not had service with TCLP in the past 12 months) may be required to pay an estimated two months billing based on similar existing electric customers as a security deposit for electrical service unless the customer presents reliable estimates of KW demand KWH energy usage.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (if applicable)



**APPENDIX A**  
Panel Schedule for Multi-Meter Services

In cases where ganged metering, multiple meters on a building, or stand-alone meters not attached to a building are requested, engraved metal or hard plastic labels with the address/unit number will be required to be permanently affixed to the metering enclosure for identification. TCLP will not energize the service until the meter bases are labeled. Note: this requirement may be waived for temporary construction services.

Please complete the following panel schedule to ensure proper establishment of utility accounts, additional pages may be submitted as needed.

Check here if all units listed are to be associated with 1 utility account (all meters will be on 1 bill).

Address (e.g. 123 E Main Street)	Unit Label (e.g. House, Unit A, 101, etc.)