

Engineering Load sheet for New Residential Services

Please print clearly

Note: THIS FORM IS NOT AN APPLICATION FOR ELECTRIC SERVICE

Full Name*: _____	Date: _____
Email Address*: _____	Mobile Phone*: _____
Mailing Address*: _____	Home Phone*: _____
City, State, Zip*: _____	Work Phone*: _____

*Note: Your information is used for Official UCEMC functions only.

Address of Requested New Service: _____
City, State, Zip code: _____
General Contractors Name: _____
Electrical Contractors Name: _____

Assessment Questions

Are you the Property Owner?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Is there already a power line on the property?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Will you be living at this location for at least 10 months out of each year?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
Will you have a septic or sewer system installed?	<input type="checkbox"/> Yes.	<input type="checkbox"/> No.
What is the square footage of the Building? :	ft ²	
(Opt) What is your nearest neighbors' address? :		

Service size and type

Service Size	<input type="checkbox"/> 200Amp	<input type="checkbox"/> 400Amp	<input type="checkbox"/> 600Amp	Other - explain:
Type of Service	Residential & Double Wide	Single Wide Mobile Home	Commercial/Industrial	Other
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the Secondary service be Overhead (OH) or Underground (UG)				<input type="checkbox"/> OH <input type="checkbox"/> UG
Will the Primary Service be Overhead (OH) or Underground (UG)				<input type="checkbox"/> OH <input type="checkbox"/> UG

Loading Information *(List all of the below that applies to you)*

Load type	Electric	Gas	Electric Load	Details
Heater	<input type="checkbox"/>	<input type="checkbox"/>	kW	Including heat pump heat strips
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Ton	
Vehicle(s)	<input type="checkbox"/>	<input type="checkbox"/>	#	Quantity of Electric vehicles
Stove	<input type="checkbox"/>	<input type="checkbox"/>		
Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	kW	

Notes:

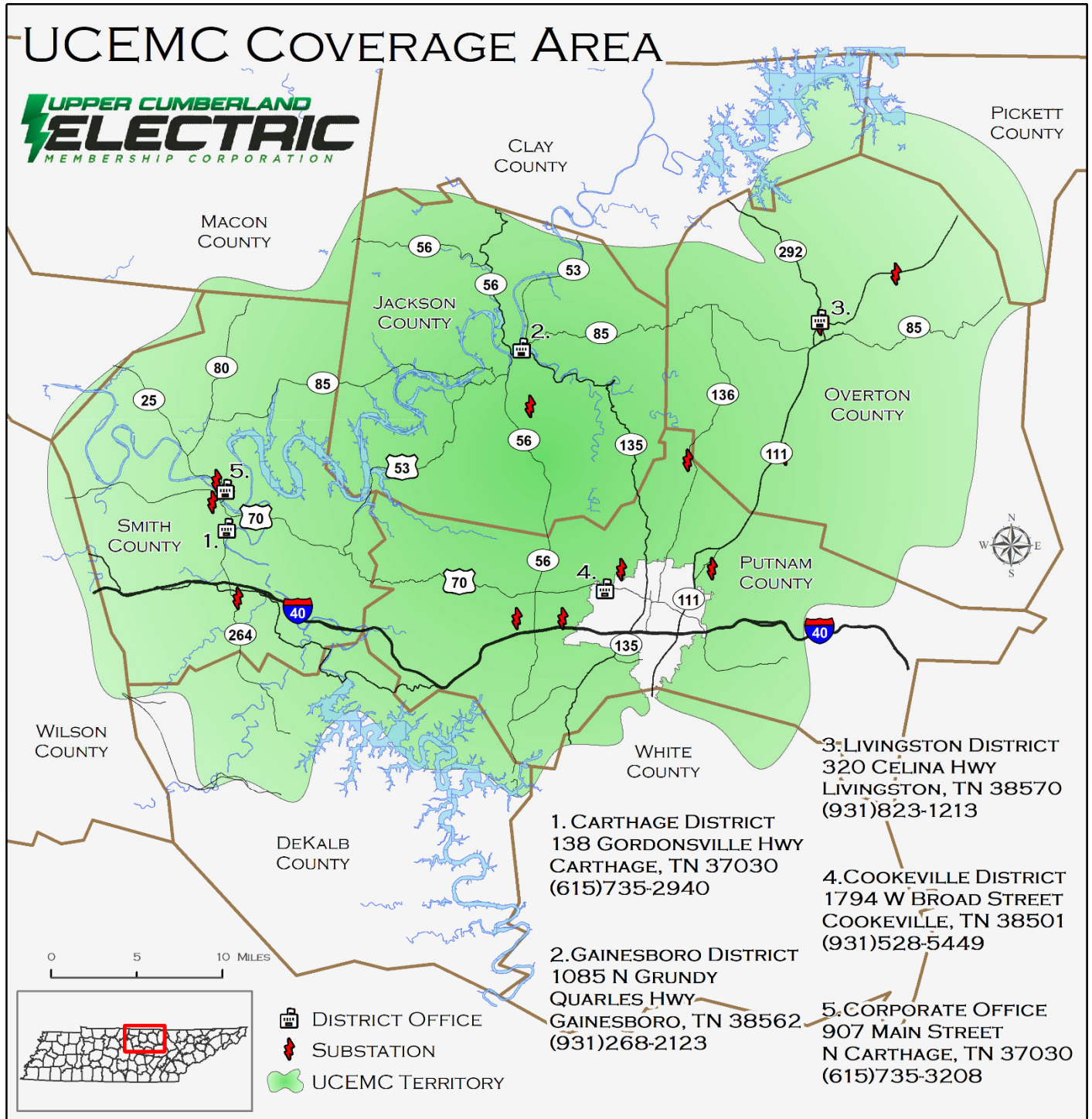
For **Commercial and Industrial Customers**, fill out the Commercial and Industrial Load sheet.

Please Initial to signify you have received the New Services Info Packet. Initials: _____

Information Packet for New Residential Services

The purpose of this packet is to explain the process of getting a new electric service installed at a new location. This document explains the process and the requirements at each milestone and gives you the contact information of the individuals who you need to notify upon completion of each requirement. The district office's contact information is displayed in the map below.

Upper Cumberland Electric Membership Corporation (hereafter UCEMC) has proudly provided members in Clay, DeKalb, Jackson, Macon, Overton, Pickett, Putnam, Smith, Trousdale, White, and Wilson Counties with electric service for over 80 years.



Requirement Definitions

Easement (ROW): To fulfill legal requirements on any job where Upper Cumberland Electric Membership Corporation is installing powerlines onto private property, **a signed and notarized** easement is required. This easement **must be recorded** at the local county Register of Deeds **before** any construction can begin. The member is responsible for collecting all required signatures and delivering the easement ('s) to a district office. Additionally the member must pay the local recording fee ('s).

Aid-In Construction Charge and Agreement: This is the cost that you as a member are required to pay to cover "your portion" of the costs to extend the power lines. This charge is calculated by UCEMC engineering with regards to each construction type and circumstance using approved board policies. Under no circumstances are these policies individually amendable or discriminatory in nature. UCEMC will require an Aid-in Construction Agreement be signed at the time when you pay the aid charge.

Vegetation Right of Way (R.O.W.): For any job where an additional overhead electric power line is installed, a pathway for the overhead power line extension must be cut and cleared of all vegetation capable of growing into the power lines or falling onto the power lines. UCEMC requires that the pathway meet the UCEMC adopted RUS specifications of 20 feet from the center line to the sky on each side of the power line. This requirement is in addition to any "Dangerous" trees or branches that could be reasonably capable of falling onto the power lines despite being outside of 20 feet. Ask an engineer for the R.E.A. specification that visually represents this requirement. UCEMC can clear the right of way for an additional aid of construction charge that is calculated on a per foot basis and set by board policy.

Electrical Permits & Inspections: In order for UCEMC to connect your temporary or permanent electric service, you must have an electrical permit and a subsequent electrical inspection performed. After the electrical inspector has applied a seal signifying a passed inspection on the meter base UCEMC can install a meter in the base. All temporary and permanent electric services must be built in accordance with the UCEMC specifications, and you may request a copy of the specification from the engineer.

Septic Permit/Sewer Application: Any member wishing to qualify a new electric service as a "Residence" will need to provide a ground water protection (septic) permit or a letter from the city/municipal stating that you have applied for sewer service as a verification.

911 Address: UCEMC requires a 911 address for any new residential location. We have included for your convenience the location and a contact number for many of the 911 Addressing offices for each area in the back of this document. Please note that many counties require septic/sewer permits and building permits prior to receiving a 911 address.

Deposit: UCEMC's deposit policy is based on a (no cost to the member) credit evaluation. Anything less than a green result signifying good credit will result in a deposit requirement. For residential services the deposit covers two months of electric services that could potentially be used prior to final disconnect and is calculated by engineering. All non-residential services have a \$150 minimum deposit.

Application for Membership: Visit your local UCEMC district office to meet with a customer service representative in order to establish an account and pay the UCEMC membership fee of \$5. Due to new identity theft protection guidelines enacted by the Federal Trade Commission, UCEMC now requires two forms of identification when opening a new residential account. The preferred ID's include a government issued photo ID (drivers license, military ID or Passport) and a Social Security card to verify your social security number.

General Process for a new Electric Services

1-Obtain a septic or sewer permit and a 911 address.

This requirement only applies if you are building a new residential building. Generally you may obtain your new address at your county's local E-911 center. To get a 911 address, you may be required to apply for a septic permit or a sewer application, and/or a building permit. When you have completed the items that apply for your area, you will be ready to request electric service from UCEMC.

2-Visit your nearest district office.

a. Speak with a UCEMC Engineer.

You can contact them over the telephone by calling the district office number and asking the customer service representative to speak with "engineering" or if you would like to meet in person you can come by the Carthage district office or the Cookeville district office between the hours of 2-3 PM Monday through Friday excluding holidays and days when we have large scale power outages.

Carthage District	Cookeville District
Phone#: (615) 735-2940	Phone #: (931) 528-5449
Address: 138 Gordonsville Hwy	Address: 1794 W Broad Street
Carthage, TN 37030	Cookeville, TN 38501

Our engineers will meet with you to discuss your options like overhead or underground and may plan a site visit with you to discuss your situations particularities.

b. Complete an application for service.

You must fill out the application for service, and pay the membership fee (\$5). This will get your information in our software system **be sure to use the same name throughout this process.**

3-Conduct the first site visit.

The initial site visit is to plan out a route for the new power lines, identify who we will need easements from, explain the requirements and answer any questions you might have. The work flow varies for each situation so the engineer will guide you through the steps of the project. To expedite this process you will need to show evidence of construction such as poured footers/slabs, a staked out floor plan, and septic permit or sewer application in hand for residential buildings etc. Please note that you cannot build underneath an existing powerline. **If the above requirements are completed, or inapplicable to your situation then the engineer can stake the job and create the work order on their first visit.**

4-After the site visit.

a. Cut the tree(s).

You must clear the right of way, of all vegetation that could grow into or fall onto the power lines. Depending on the job the engineer may ask for the trees to be cut prior to the job being designed. You may opt for UCEMC to cut the vegetation right of way based on a per foot charge. UCEMC requires that all easements be signed and recorded before we will clear the vegetation. UCEMC requires 40 feet of right of way for primary overhead line extensions, 20 feet on each side.

b. Collect Easement(s) and deliver them to UCEMC.

It is your responsibility to get the easements for both your property, and all of the other required properties. They must be notarized. The easements give UCEMC legal right to be on the property in order to construct and to maintain our electrical distribution facilities.

5-Conduct the second site visit. (as required)

A second site visit may be required if one of the requirements was not met on the initial site visit. Therefore to expedite the process, we recommend fulfilling all requirements prior to the first site visit. Call the UCCEMC engineer when the requirements are fulfilled for the second site visit as needed.

6-Visit your district office. (again)

a. Deliver the Easements signed and notarized.

When you have the signed and notarized easement(s), bring them to a UCCEMC district office. If needed you can ask your neighbors to come by the office and sign the easements with our notary. You must pay the recording fee for all easements which covers the county's fee to record.

b. Pay the Aid of Construction Charge/Sign an agreement.

If the job requires an Aid of Construction Charge, then this will be the time to pay that charge. An engineer will notify you of what the charge is after the work order has been created. Wait until you hear from the engineer to come by the district office to pay the charge. The customer service representative will require you to sign an Aid-In Construction Agreement at this time.

c. Apply for the Meter.

At this time, you will fill out the Meter Application form and pay a meter set fee. UCCEMC will run a credit check, at no cost to you, to determine if you will be required to pay a deposit.

d. Pay your deposit. (as required)

Dependent upon the results of a no-cost-to-you credit check, you might be required to pay a deposit or increase your existing deposit.

7-Coordinate with the local District manager.

District managers are responsible for scheduling jobs to be worked. The best way to contact them is by calling your local district office and asking to speak with them or by leaving them a voicemail with **your name, the location of the job** and **your phone number** should they be unavailable. If the district manager has not received your work order or isn't knowledgeable about your job, then you need to contact engineering to determine what requirement is holding up your job.

a. Electrical Permits.

You will need to acquire an electrical permit in order to have an inspection.

b. Electrical Inspections.

Electrical inspections must be passed before UCCEMC can connect your service on both a temporary and a permanent meter base installation. You will need to call in and **notify the district manager** that this requirement has been met. Temporary service inspections are good for one year and must be renewed or disconnected by UCCEMC at that time. A service release for a permanent meter base, installed on an unfinished home, is acceptable for 45 days and then it must be renewed or UCCEMC must pull the meter. The renewal process must be completed until you have passed your final electrical inspection.

c. Coordinate with UCCEMC for underground installations.

Schedule with the district manager when you plan to have your ditches opened. If you open the ditch without coordinating with the district manager, you will be required to drain any water or repair the ditch if it no longer meets the ditch Specifications. UCCEMC will not drain the ditch.

Contact information

(This information was last updated on 9/14/2018)

Overton – Pickett:

911 Addressing-

Address: 255 Industrial Park Dr

Livingston TN, 38570

Phone#:931-823-6277 (911 address requests)

<http://www.opecd.org/contact/contact.php>

Septic Tank Permits-

Overton County Health Dept.

Address: 5880 Bradford Hicks drive

Livingston TN, 38570

Phone#: (931) 931-823-6260

Electric Permits-

You can purchase an electrical permit at the E911 Center Monday through Wednesday 8:00 AM to 4:00 PM.

Address: 255 Industrial Park Dr.

Livingston TN, 38570

Phone#: (931) 823-8942

Fax#: (931) 403-3911

Electrical Inspection-

To schedule your electrical inspection, talk with their secretary by calling in at

Phone#: (931)823-8942

Contact information

(This information was last updated on 9/14/2018)

Putnam:

911 Addressing-

Address: 700 County Services Dr.

Cookeville, TN 38501

Phone#: 931-646-4357 (ask for Penny Foister- if it's outside of the city limits of Cookeville)

Phone #: 931-520-5268 (if it's inside the city limits of Cookeville)

<https://putnamcountyttn.gov/911-center>

If you look on the website, scroll down until you get to Addressing & Maps. You can find the most current information there.

Septic Permits-

State Environmental field office Lucas Hicks

Address: 1221 S. Willow Ave

Cookeville TN 38506

Phone#: (931) 520-6688

Electrical Permits-

Putnam Planning & Codes

270 Carlen Dr.

Cookeville

(931)526-2285

Electrical Inspector's Office-

Phone#: (931)528-8365

Contact information

(This information was last updated on 9/14/2018)

Dekalb & Smith:

911 Addressing and permits- are all handled out of the same location.

E911 Headquarters

Address: 303 High St N

Carthage, TN 37030

Septic Permits-

Talk with Mark Webster in the environmental department located in the same building as E911

Phone#: (615) 735-3785

Building Permits -

Talk with Sonya King about getting your building permit

Sonya's Phone#: (615) 735-3418

911 Addressing-

Sonya typically directs people through the process of getting a 911 Address. If needed, contact dispatch.

Dispatchers Phone#: (615)735-2121

Electrical Permits and Inspection-

Most people pay for the permit and inspection at the same time as their other permits. You have to come by the E911 headquarters to purchase the permits. When you are ready for an electrical inspection, let the E911 dispatcher know and they will notify the electrical inspector to get you scheduled.

Dispatchers Phone#: (615)735-2121

Contact information

(This information was last updated on 9/14/2018)

Jackson:

911 Addressing and permits- are all handled out of the same location.

Sewer Permits & Percolation test

Cookeville Environmental field office ask to talk to Mathew Harris.

Address: 1221 S. Willow Ave

Cookeville TN 38506

Phone#: (931) 520-6688

911 Addressing -

Jackson County 911 Office

Address: 316 N Murry St

Gainesboro TN 38562

931.268.0180

Electrical permits

You can purchase your electrical permits at Jackson County Court House.

Address: 101 E Hull Ave

Gainesboro TN 38562

Phone#: (931) 269-9888

Electrical Inspections

Call the electrical permit office to let them know you are ready for inspection.

Contact the electrical permit office to get scheduled for an inspection.

The inspectors are Lynn McHenry and Tony Gulley