



EL PASO ELECTRIC COMPANY
RESIDENTIAL REQUEST FOR SERVICE FORM

Responsible Party:

Property Owner Name: Phone: Email:

Customer Name: Phone: Email:

Electrician Name: Phone: Email:

Builder/Contractor: Phone: Email:

Service address:

Mailing address:

Primary Contact: Owner Customer Electrician Builder

Preferred Form of Contact: Email Phone Best Time to Call:

If property is in a rural area, please provide GPS coordinates or driving directions:

New service classification:

Mobile Home Multiplex/Duplex Single Family Sq. Ft.
Permanent Temporary In Service Date Required
Overhead Underground

THE FOLLOWING INFORMATION MUST BE MADE AVAILABLE TO YOUR EL PASO ELECTRIC COMPANY DESIGNER IN ORDER TO INITIATE DESIGN FOR AN ELECTRIC LINE EXTENSION.

- A) Legal Description/Warranty Deed
B) A plot or site plan with dimensions that include the legal description must be provided. If extended easement is needed the Property Survey may be required.
C) Total Connected Electrical Load KW
D) Generation- Customer installed back-up generator (check applicable items)
Solar KW
Fuel KW
Other: KW
None

Please check the following and indicate number of units and size.

	<u>NO/SIZE</u>
____ Electric Water Heater	_____ KW
____ Heat Pumps	_____ KW
____ Electric Heat	_____ KW
____ Evap. Cooler	_____ HP
____ Refrigerated Air	_____ Tons
____ Swimming Pool	_____ HP
____ Jacuzzi	_____ HP
____ Domestic Well	_____ HP
____ Generator	_____ KW
____ Other (Hand Tools, Welders, Etc.) Please indicate no. and size of equipment.	

Conductors Per Phase _____ Main Size _____ Wire Size _____

- A) A New Mexico Building Permit will be required if residence is located in Dona Ana County (575-647-7350).
- B) THE COMPANY'S REPRESENTATIVES SHALL HAVE FREE AND EASY ACCESS AT ANY TIME TO EPE EQUIPMENT LOCATED ON THE PREMISES OF THE CUSTOMER AND RESERVE THE RIGHT TO REMOVE EPE METERS AND EQUIPMENT FOR PROPER CAUSE.

Property Owners Signature _____ Date: _____

If not self, please appoint an authorized agent for this request:

Electrician Name: _____

Builder/Contractor: _____

SERVICE POINT CONFIRMATION BY EL PASO ELECTRIC COMPANY (EPEC)

Service Address: _____

Customer, or the customer's authorized agent, has requested electric service at the address shown above, and the customer has provided their electrical requirements to EPE. This is written confirmation that EPE agrees to provide electric service to the location mutually agreed upon by the customer and in accordance with the electrical service information provided by the customer to EPE.

EPE'S SERVICE INFORMATION

Type of Service: ___ Overhead ___ Underground

Service Voltage: ___ 120/208 ___ 120/240

 ___ 3 wire ___ 4 wire

Phase: ___ Single Phase ___ Three Phase

Conductors Per Phase: _____ Size _____ ___ Copper ___ Aluminum

Neutral Conductors: _____ Size _____ ___ Copper ___ Aluminum

Maximum Service Length: _____

Service Point Location: _____

OVERHEAD SERVICES

For all new or upgraded residential overhead services, the maximum length of the service drop from EPE's pole to the customer's house or meter pole will depend on the customer's electrical load and size of Company's service wires but shall not exceed 75 feet for electrical loads of 15 KW and less. Shorter distances are required for larger electrical loads and larger service wires. The Company will install, own and maintain the meter and the overhead service drop to the point of attachment on the house or customer's meter pole. The customer will furnish install, own and maintain the service entrance equipment including the wire, conduit and meter socket. See EPE's **DSO 415**, and **DSO 417** for details. Meter poles and all customer-owned electrical service equipment must be furnished, installed, owned and maintained by the customer for service to mobile homes. See requirements for meter poles on **DSO 430**.

UNDERGROUND SERVICES

For all new or upgraded single residential underground services with one meter, the maximum length of the service run from EPE's padmount transformer, pullbox or enclosure to the customer's house or meter pedestal will depend on the customer's electrical load and size of EPE's service wires, but in general will not exceed 150 feet for single phase loads of 200 amps or less. The customer will furnish, install, own, and maintain the service duct from the customer's house or meter pedestal to EPE's padmount transformer, pullbox or service enclosure. A total of two (2) bends not exceeding a total of 135 degrees shall be allowed in an underground service duct run; one (1) bend at EPE's padmount transformer, pullbox or service enclosure, and one (1) bend at the customer's house or meter pedestal, and the underground

service duct run must be a straight line from EPE's padmount transformer, pullbox or service enclosure to the customer's house or meter pedestal. EPE will own and maintain all structural facilities for secondary conductors up to and including the first service enclosure. EPE will furnish, install, own and maintain the meter and the service cable from the Company's padmount transformer, pullbox or service enclosure to the customer's service entrance at the house or meter pedestal. The location of the meter must be approved by EPE and shall be located at the nearest point on the house from EPE's padmount transformer, pullbox or service enclosure. See **DSU 420** for underground residential services to houses and manufactured homes set in place on a foundation. See **DSU 1020** and **DSU 1025** for underground residential services for mobile homes. Please note that a meter pole or meter pedestal must be installed for underground service to mobile homes.

For all new or upgraded underground services to multiple residential customers where the residential units have their meters grouped and connected into a common gutter, the Point of Delivery shall be at EPE's padmount transformer, pullbox or service enclosure as designated by EPE. The customer shall furnish, install, own and maintain the underground service duct and cable from the customer's building to EPE's padmount transformer, pullbox or service enclosure, which is the Point of Delivery. EPE will make the service connection between EPE- owned wires and customer-owned wires at this point. This policy applies to duplexes, multiplexes, apartments, condominiums, townhouses or other similar construction. The electrical contractor shall obtain approval from EPE for stack metering prior to customer purchasing and installing this type of metering. No more than four (4) meters stacked vertically shall be allowed for Company-approved stack metering. See **DSU 1040** and **DSU 1045** for the requirements and the separation between meters for this type of installation.

Agreed to and Accepted by Customer:

Signature: _____

Print Name: _____

Title of Person Signing: _____

Date: _____

Agreed to and Accepted by EPE:

Signature: _____

Print Name: _____

Title of Person Signing: _____

Date: _____

CHECKLIST FOR NEW OR UPGRADED ELECTRIC SERVICES FOR USE BY CUSTOMERS AND ELECTRICAL CONTRACTORS

THE FOLLOWING INFORMATION MUST BE MADE AVAILABLE TO YOUR EL PASO ELECTRIC COMPANY ENGINEERING DESIGNER IN ORDER TO INITIATE ENGINEERING DESIGN FOR AN ELECTRIC LINE EXTENSION:

- _____ Address Posted (Must be on house, building or meter pole & visible from the street)
- _____ Electrical Grounds Properly Connected
- _____ Meter can height (5 feet max. from finished grade to top of meter opening)
- _____ Multiple meter cans shall be guttered and marked (Space # or Suite #)
- _____ Point of attachment at correct height (if not going through the roof)
- _____ Rigid or IMC conduit if going through the roof
- _____ All commercial meter cans must have a heavy duty lever bypass
- _____ 200 amp meter cans minimum required for underground services
- _____ Main disconnect must be outside and within 5' (feet) of the meter
- _____ Load-side wires made up
- _____ Electrical Inspection Release by Appropriate Authority Having Jurisdiction
- _____ Certificate of Compliance (From El Paso, Hudspeth or Culberson County)
- _____ Spades provided by Electrical Contractor (for overhead services)
- _____ Access needed to Company and Customer Equipment
- _____ Please visit link below for service distance requirements between EPE Transformer and Customer Meter Loop (Section VI- Metering)
- _____ A minimum of three (3) inch separation is required between meter enclosures and any adjacent equipment

www.epelectric.com/bluebook

NOTE: If El Paso Electric Company is not able to install the service, meter, and/or energize your service for any reason checked off on this checklist additional charges may apply. If you have any questions, please call:

- El Paso (915) 521-4646
- Las Cruces (575) 523-3575