



**EL PASO ELECTRIC COMPANY
COMMERCIAL REQUEST FOR SERVICE FORM**

Responsible Party:

Business Name: _____

Property Owner Name: _____ Phone: _____ Email: _____

Service address: _____

Mailing address: _____

Electrician Name: _____ Phone: _____ Email: _____

Builder/Contractor: _____ Phone: _____ Email: _____

Architect: _____ Phone: _____ Email: _____

Primary Contact: _____ Owner _____ Electrician _____ Builder/Contractor _____ Architect

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

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

Is temporary construction service required? _____ Yes _____ No

Legal Description: _____

For Right-of-Way Signatures, contact: _____

FOR SUBDIVISIONS ONLY:

A) Subdivision Name: _____

B) Block and Lot Numbers: _____

Total Residential Lots: _____ Total Commercial Lots: _____ Total Street Lamps: _____

New Service Classification: Overhead Underground

NOTE: In some cases, temporary service may not be available. A non-refundable cash advance for construction may be required for the installation of additional facilities.

Meter request may be made by calling (915) 521-4646 in Texas or (575) 523-3575 in New Mexico.

Customer Ready Date: _____ Permanent service is required by: _____

The following information must be made available to the Designer who you are working with in order to initiate engineering design for electrical services:

- _____ Construction Schedule _____ Property Plat _____ Civil Plan Sheets
- _____ Building Elevation Plan _____ Electrical Plan Sheets _____ Landscape Plan Sheets
(Load/Riser Diagram)
- _____ AutoCAD file of Civil Site Plan
(Include existing/proposed utilities, benchmark and survey/XREF files)

*Please provide a listing of all electric motors with horsepower size.

EPE'S SERVICE INFORMATION

Type of Service:	Overhead	Underground		
Service Voltage:	120/208	120/240	277/480	
	3 wire	4 wire		
Phase:	Single Phase	Three Phase		
Conductors Per Phase:	_____	Size: _____	Copper: _____	Aluminum: _____
Neutral Conductors:	_____	Size: _____	Copper: _____	Aluminum: _____
Main size:	_____ amps	Entrance Conduit: _____	Size: _____	
Maximum Service Length:	_____	Service Point Location:	_____	

Generation- Customer installed back-up generator (check applicable items)

- _____ Solar _____ KW
- _____ Fuel _____ KW
- _____ Other: _____ KW
- _____ None

* For Underground Services:

The customer may be required to install a secondary bus enclosure if the number of conduits per phase exceeds the approved number allowed for transformer size.

Electrical Load Information:

	<u>Connected KW</u>	<u>Phase</u>		<u>Estimated KW Demand</u>
Existing Load	_____	1	3	_____
New Phase	_____	1	3	_____

El Paso Electric Company Reserves the right to designate the meter location. Do not install any metering without written approval from El Paso Electric confirming location and metering type.

Items not included in other loads:

		<u>Phase</u>		<u>Estimated KW Demand</u>
New Motors (HP)	_____	1	3	_____
New Motors (HP)	_____	1	3	_____
New Heating	_____	1	3	_____
New Air Conditioning	_____	1	3	_____

Total Load _____

Please list the number and size of each motor 50 HP or greater:

_____	_____
_____	_____
_____	_____
_____	_____

Special Request or Comments: _____

*El Paso Electric 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 just cause.

Signature: _____ Date: _____

Please complete forms and return to your assigned designer or email to BCA@epelectric.com

Should you have any questions, please feel free to contact your designer or call:

- (915) 951-4224 in Texas
- (575) 523-3630 in New Mexico



CHECKLIST FOR NEW OR UPGRADED COMMERCIAL CUSTOMERS (FOR USE BY CUSTOMERS AND ELECTRICAL CONTRACTORS)

- _____ Address posted
- _____ Electrical Grounds Properly Connected (Standard 2 Ground Rods)
- _____ 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)

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**