



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: \_\_\_\_\_

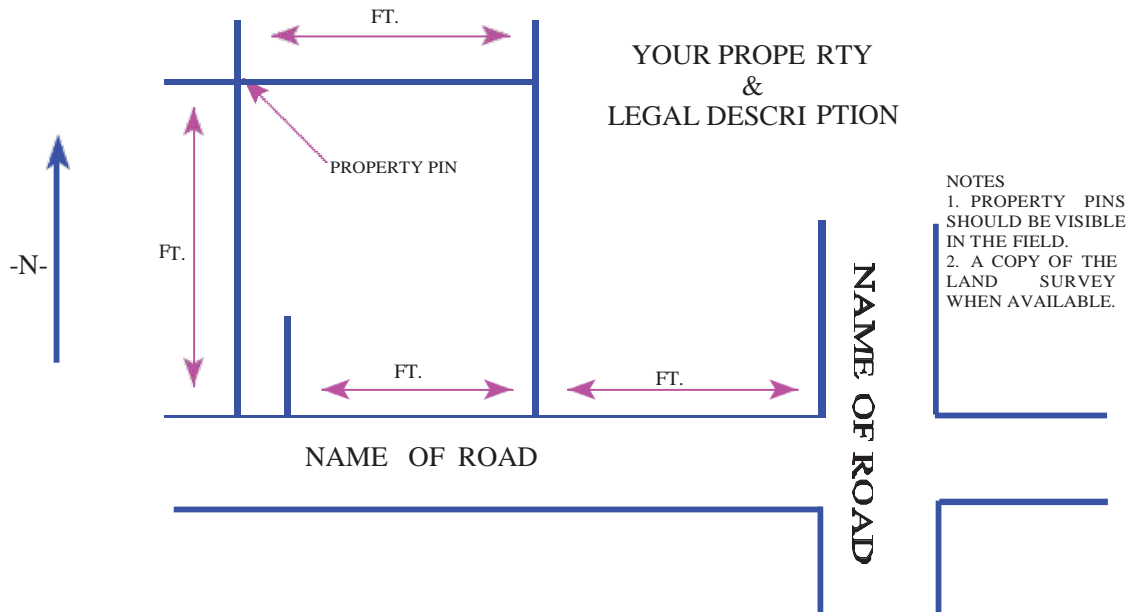
If not self, please appoint an authorized agent for this request:

Electrician Name: \_\_\_\_\_

Builder/Contractor: \_\_\_\_\_

## EL PASO ELECTRIC COMPANY CHECKLIST

- \_\_\_A) Contact Designer or Engineer prior to construction.
- \_\_\_B) Provide Designer or Engineer with Residential Request for Service Form.
- \_\_\_C) Provide Designer or Engineer with plot plan/site plan. An example is shown below.



- \_\_\_D) Confirmation of service location by EPE. Do not install any electrical facilities without approval from EPE Designer or Engineer. EPE will designate the meter and service location.
- \_\_\_E) Process agreements and provide revenue guaranty if required.  
\* The customer may be required to secure construction charges in the form of cash, Letter of Credit, Certificate of Deposit or Withdrawal Restricted Savings Account if the construction charges exceed customer's projected revenue for four (4) years. The EPE Designer or Engineer will explain the details.
- \_\_\_F) Install property pins which may be required prior to construction.
- \_\_\_G) EPE requires that house numbers be attached to your house, meter pole or mobile home. The numbers must be 4" or larger. EPE will not accept cardboard posters or "stick on" numbers. EPE will also require the electrical permit number (New Mexico) or Texas release number at the time you place your application for service.

Please complete forms and return to your assigned designer or email to [BCA@epelectric.com](mailto: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

## 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
- \_\_\_\_\_ Impaired clearance (Details included)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Pull string in PVC duct
- \_\_\_\_\_ Spades provided by Electrical Contractor (for overhead services)
- \_\_\_\_\_ Access needed to Company and Customer Equipment

For further information, please reference our El Paso Electric Service requirements (Blue Book) link below:

[www.epelectric.com/bluebook](http://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