



6590 State Hwy 27/PO Box 66
 Wheaton, MN 56296
 (800) 927-5443
 www.traverseelectric.com

Pre-Construction – Load Checklist

Office Received Date: _____ Work Order #: _____ <i>(TEC Office Use Only)</i>

Member Information

Applicant Name:		Second Applicant Name:	
Current Mailing Address:	City:	State:	Zip:
<i>Providing an email address allows TEC to send courtesy notifications about the status of your electric service installation</i>			
Email:	Would you like to receive your paperwork via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone:			
Cell Phone:	Other Phone:		

Builder/Contractor Information

Company Name:		Contact Person:	
Address:	City:	State:	Zip:
Email:			
Cell Phone:	Phone:		

Electrician Information

Do you want to use TEC's Electrician? YES NO			
Company Name:		Contact Person:	
Address:	City:	State:	Zip:
Email:			
Cell Phone:	Phone:		

Site Information

Address/Street:		City/Town/Village:		County:	
Tax Parcel ID #:		Lot Number:		Sq. Footage of Building:	
Service Type: (Please Circle)	Camping Service	Factory Built Structure	Garage/Outbuilding	Do you own the property? YES NO	
	Mobile Home	Framed Construction	Multi-Unit Building		
	Tile Pump	Multi-Service Cell Tower	Grain Bin		

Current Construction Stage:						
No Start	Framed	Excavated	Backfilled	Fully Enclosed	Meter Socket Installed	Capped Basement
(Continued on back)						

Responsible Party Information (Please select one for each statement)

	Member	Builder/Contractor	Electrician
Who is the main contact/responsible party during construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for charges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who is responsible for electric installation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electric Service Requirements

Service Size:

100 Amps 200 Amps 320 Amps 400 Amps Other: _____

Voltage: 120/240 120/208 277/480

Estimated date electric service will be needed: _____

Load Information (Indicate if equipment is planned as electric)

- | | | | |
|-------------------------------------|---------------------------------------|---|---|
| <input type="checkbox"/> Heating | <input type="checkbox"/> Water Heater | <input type="checkbox"/> Washer/Dryer | <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Window A/C | <input type="checkbox"/> Central Air | <input type="checkbox"/> Car Charging Station | <input type="checkbox"/> Sauna |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> Welder | <input type="checkbox"/> Equipment with 2HP+ Motor: _____ |
| <input type="checkbox"/> Range | <input type="checkbox"/> Grill | <input type="checkbox"/> Compressor | <input type="checkbox"/> Other: _____ |

Additional Comments

Estimates provided are only valid for the current construction season. If job is done during our non-construction season (November – April), additional charges may apply.

BEFORE ENGINEERING CAN BEGIN

1. Application for Service

The application for service must be completed in entirety and is required to meet membership obligations.

2. Load Checklist

TEC requests some basic information about the electric load you plan to have at your site. This helps us properly size facilities to meet your demands. Your electrician may be able to help you complete the service requirements portion.

3. Site Plan

This is a drawing or sketch of your property. To properly design your new electric service and choose the best path for buried electric cable, TEC must know ahead of time where you wish to place your meter. Identify as many things as possible. It is important for us to know the location of all existing and future facilities, structures, and other potential obstructions. Clearly mark a meter point at your site for TEC to measure from. Consult with your electrician or building contractor regarding potential meter locations.

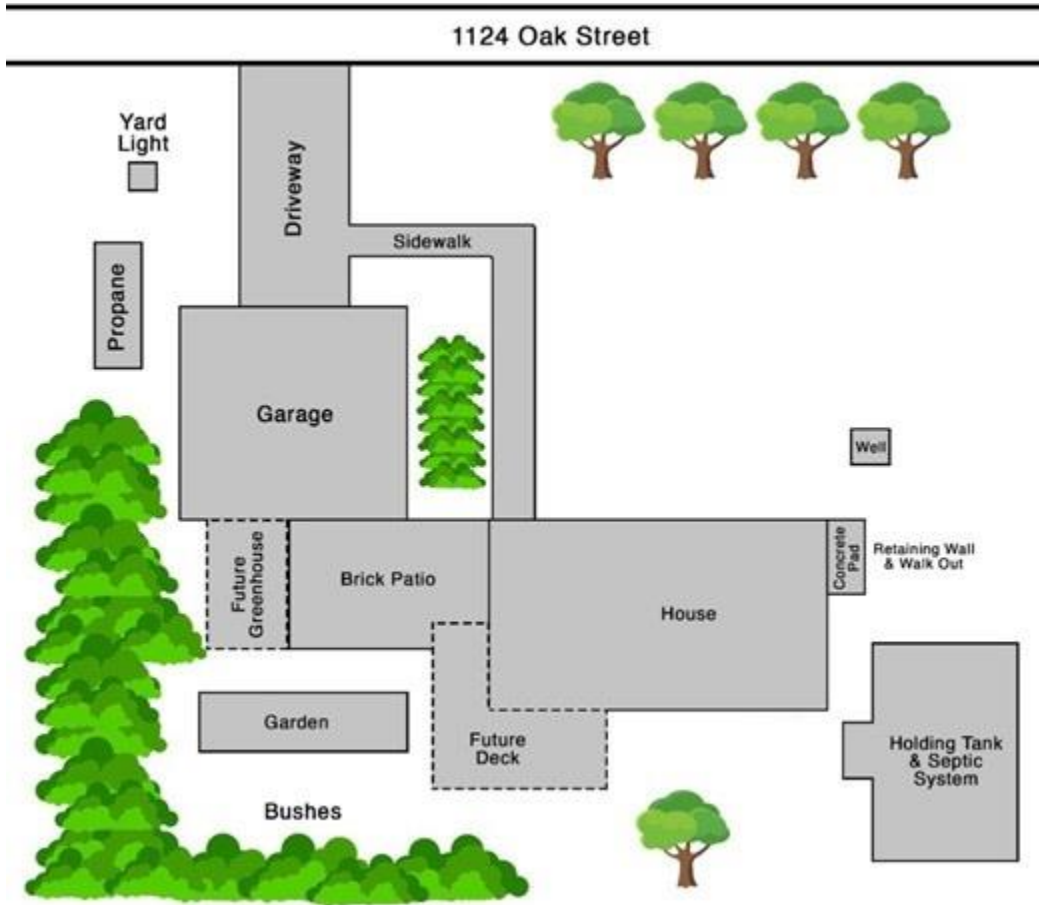
4. All three forms must be received at our office before a site visit will be done.

BEFORE CONSTRUCTION CAN BEGIN

- The site must be backfilled to within 4 inches of final grade.
- The service route must be cleared – 10-foot-wide path cleared of all brush, etc.
- The electric meter base must be installed and inspected per TEC's Service Requirements.
- Any member owned underground facilities must be marked and/or exposed.
- All forms, fees, and inspection must be received at our office.

Site Plan

See sample site plan sketch below. Complete your sketch on the reverse side. Reminder – a clear 10' path is required to install and maintain your electric service. Please mark approximate location of meter socket (with overcurrent protection) & disconnect. TEC's transformer will be placed within 25' of meter socket.



- Items that should be identified:
- **Meter Socket & Transformer**
 - House
 - Accessory Building/Garage/Pole Shed
 - Septic System/Mound System/Drain Tiles
 - Well/Water Lines/Sprinkler Systems
 - Phone/Cable or Satellite TV Lines
 - L.P. Tanks/Gas Lines
 - Deck/Patio/Swimming Pool
 - Cement or Blacktop
 - Driveways/Sidewalks
 - Landscaping (trees, retaining walls, fencing)
 - Steep Hills or Wetlands
 - Yard Light

Site Plan

