



New Electric Service Installation Guide

Please read the following procedure. This procedure is recommended to expedite the customer's service installation to meet the customer requirements.

Applications take 1 to 4 weeks to process, depending upon complexity of job and current number of applications being processed.

1. **Apply for service.** Complete an Application for Electric Service in person or online. This information should provide the PUD with all the pertinent information. All applications must include a 911 service address. Customer must contact Customer Service Department to set up electrical account for billing. An online Utility Exchange will be submitted or a deposit is required. For more information call 360-532-4220 or 1-800-562-7726. A detailed plot may be needed.
2. **PUD Engineer Will Make Field Inspection.** Engineer will make field inspection to obtain information for work sketch and cost estimate. Engineer may contact customer to make an appointment if necessary.
3. **PUD Engineer Will Prepare Work Sketch and Cost Estimate.** The work sketch outlines the work to be performed by PUD crews. Once the work sketch and cost estimate are complete, the Customer Service Engineer will contact the customer with costs. Easements and permits may also be required.
4. **Customer Pays Construction costs.** All connection fees and facility charges shall be paid by customer prior to scheduling of work.
5. **Obtain installation handout at the PUD office.** Handouts are available which show installation guidelines for your type of service entrance.
6. **Customer Obtain "Safe Wiring Permit".** An Electrical Work Permit Application must be obtained at the State of Washington Department of Labor and Industries office located at 415 W. Wishkah St, Aberdeen WA 98520, phone number 360-533-8200 or www.lni.wa.gov. Aberdeen permits are obtained at City Hall at 200 E Market St; phone number 360-533-4100. Chehalis Reservation permits are obtained at the Tribal Center in Oakville; phone number 360-273-5911.
7. **Customer/contractor** will notify inspector upon completion of work. Once approved, the electrical inspector will notify The District to authorized service connections.
8. **PUD Will Schedule Construction if necessary.** When all of the above steps are completed, if necessary, the PUD Crew Coordinator will schedule construction crews to complete customer's job. Contact District Engineer if there are any questions regarding job.

Trenching and Backfilling When trenching is required and the customer opts to trench or to contract trenching, the owner or contractor must coordinate his work with the PUD crew schedule. The owner or contractor must call the PUD Crew Coordinator at 360-538-6313 or toll free at 1-800-562-7726 ext. 6313 to arrange a date to open the trench. Do not open trench before making arrangements with the PUD. Please obtain a Customer Trenching Information Sheet from the PUD Customer Service Engineer prior to planning any trenching activity.