



## NEW ELECTRIC SERVICE INSTALLATION GUIDE

**Please read the following procedure carefully. This procedure outlines the steps for obtaining electrical service and scheduling new construction with the Grays Harbor PUD.**

Note: Application may take one (1) to four (4) weeks to process, depending upon the complexity of the project and number of other applications being processed.

1. **Customer applies for service.** Complete an Application for Electric Service in person or online and pay the application fee. This information should include all pertinent information. All permanent service applications must include a County assigned 911 service address. Customer may have to set up an electrical account for billing, if not previously established. For more information call 360-532-4220 or 1-800-562-7726. A detailed plot with final grade may be required.
2. **PUD Engineer makes a field inspection to** obtain information for work sketch and cost estimate. Engineer may require a meeting onsite.
3. **PUD Engineer prepares a work order and cost estimate, contacts the customer with the results, and directs Customer Service to invoice the customer.** The work order outlines the work to be performed by the PUD. Easements from customers and permits from local jurisdictions may also be required to proceed. Detailed trenching and service entrance installation requirements are available from the District for customers and contractors.
4. **Customer pays invoiced construction costs.** All facility charges shall be paid by the customer *prior to* the District scheduling its work.
5. **Customer must obtain a “Safe Wiring Permit,” complete the installation of service entrance equipment and have it inspected.** An Electrical Work Permit Application must be obtained at the State of Washington Department of Labor and Industries office located at 415 W. Wishkah Street, Aberdeen, WA 98520, 360-533-8200 or [www.lni.wa.gov](http://www.lni.wa.gov). City of Aberdeen permits are obtained at the City Hall at 200 E. Market Street, 360-533-4100. Chehalis Reservation permits are obtained at the Tribal Center in Oakville, 360-273-5911. **Customer/contractor will notify the electrical inspector upon completion of their work.** Once approved, the electrical inspector will notify the District to authorize connections.

Note: Contact the District Engineer if there are any questions regarding the job through these first five (5) steps.

6. **Once the work order is received in Operations, the PUD Line Crew Coordinator will contact the customer/contractor and notify them it is ready for scheduling and construction**

**Customer/contractor trenching must be coordinated in advance** with the Line Crew Coordinator at 360-538-6313, or 1-800-562-7726 ext. 6313. **Do not excavate before verifying with the PUD Line Crew Coordinator that it is time to do so.** Trenching and backfilling must meet all District, State and local specifications.