



San Patricio Electric Cooperative, Inc.

A Touchstone Energy™ Cooperative 

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CHECKLIST FOR ELECTRIC LINE CONSTRUCTION

Welcome to San Patricio Electric Cooperative. While the new construction process may seem intimidating you shouldn't let all of the paper work scare you. The information we are requesting is necessary to ensure that the facilities constructed are adequate to meet your needs. Our goal is to make the entire process flow as smoothly as possible. Your cooperation will be greatly appreciated. Please take the time to review all of the information provided in the new member packet.

We have enclosed several forms to be completed and signed by you. When the completed forms, applicable construction fees and the other listed items are received in our office, a final inspection of your project and meter loop will be scheduled. Once everything is approved your project will be released for construction. ***The Operations Department will then schedule your project for construction within the next 10 business days, depending on the weather and/or the workload.***

We have provided the following checklist to help identify the key documents you will need to complete as well as other items you will need to consider before the project can be released for construction. Please feel free to call us if you have any questions.

- Membership Application or Additional Service Request Form
- New Service Procedures (Important! Read, sign and return one copy.)
- Load Survey Sheet: Pre-construction Checklist (complete and return)
- Electric Line Easements (signed and notarized - Notary available in our office for your convenience.)
- Development Permit (required by county! See enclosed contact list)
- 911 Address (required by county! See enclosed contact list)
- Right of Way (make sure right of way has been cleared)
- Deposit posted to account (if required, based on credit history)
- Construction Cost (estimate to be provided after line is staked)
- Connect Fee-\$ 100.00
- Meter Loop (must be ready before final inspection is scheduled) ***You may purchase the meter loop from San Patricio Electric.***
- HALO-Flight coverage (optional)
- Tax Exempt Forms