

# Multifamily, Commercial, Industrial New Construction Electric and/or Natural Gas Service Application



**Return instructions:** Submit your application, development plan and profile, and certified plat of survey to:

**Email:** co-non-design-central@we-energies.com

**Mail:** We Energies Central Group, P.O. Box 2046, Milwaukee, WI 53201

**Fax:** 262-574-6401 or 800-632-1460

**Questions:** Visit we-energies.com or call 866-423-0364

**Note:** See Engineering plans section for further instructions.

## Service request

- Electric Estimated date electric service required: \_\_\_\_/\_\_\_\_/\_\_\_\_  
If needed, estimated date temporary service required: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Natural gas Estimated date natural gas service required: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note:** Service installation timelines depend on: firm/interruptible/transport service, environmental impacts, construction requirements, easements, We Energies and/or public service commission approval, natural gas transmission or distribution system upgrades, etc.; your service representative will contact you to discuss your application.

## Site information

Address / Fire number: \_\_\_\_\_ Street: \_\_\_\_\_

City /  Town /  Village (enter taxing municipality): \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County: \_\_\_\_\_ Development name: \_\_\_\_\_

Project type:  Commercial  Industrial  Multifamily – # of units: \_\_\_\_\_

Total heated square footage: \_\_\_\_\_

Current construction stage:  Preconstruction  Grading/excavating  Foundation  Framing  Mechanicals  Finishing

Business type: (i.e., restaurant, retail, etc.): \_\_\_\_\_ SIC code: \_\_\_\_\_

## Owner information

Business name: \_\_\_\_\_ Tax ID#: \_\_\_\_\_ Exempt?  Y  N

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact name: \_\_\_\_\_ Additional contact: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred contact method:  Phone  Email Preferred contact method:  Phone  Email

## Builder / Contractor information

Company name: \_\_\_\_\_ Company phone: (\_\_\_\_\_) \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Preferred contact method:  Phone  Email

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Social Security # /Tax ID #: \_\_\_\_\_

## Responsible party

Who is responsible for electric/natural gas installation charges?

- Building owner  Builder / General contractor

Who is responsible for electric/natural gas usage during construction?

- Building owner  Builder / General contractor

For office use only		Rec'd date
Scanned	_____	Mtr rdg rte _____
Premise ID	_____	Town code _____
Gas WR #	_____	AMR? <input type="checkbox"/> Y <input type="checkbox"/> N
Gas copy to	_____	Electric WR # _____
Cust. ID #	_____	Elec copy to _____
Check instant ID	<input type="checkbox"/> Y <input type="checkbox"/> N	Acct # _____
		Refer to positive ID <input type="checkbox"/> Y <input type="checkbox"/> N

## Engineering plans

Status:  Conceptual  Preliminary \_\_\_\_% complete  Final Date of plans: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please submit the following layers from your plans:

- Drainage, easements, retention ponds
- Buffer zones and preservation areas
- Topographic lines which establish final grade
- Other areas and easements the utility must avoid
- Water
- Sewer and storm sewer
- Wetlands
- Paved areas

The plans and plat of survey are preferred electronically and accepted in DGN, DWG, DFX or CAD format. Submit these to newlandbase@we-energies.com. If plans and plat of survey are not available electronically, mail us two sets of each.

Are there plans for future development?  Yes  No If yes, show location(s) on plat or plans.

**Note:** Any changes in the plat of survey or plans made during project must be communicated promptly to your We Energies representative. This may result in delays in scheduled construction and/or additional costs.

## Engineering firm

Company name: \_\_\_\_\_ Company phone: (\_\_\_\_\_) \_\_\_\_\_  
Contact name: \_\_\_\_\_ Contact phone: (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Preferred contact method:  Phone  Email  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Environmental information for site

If any answers to the following questions are yes, we require a copy of your environmental permits, reports or sampling data before construction:

- Are there wetlands, waterways or ground waters?  Yes  No  Unknown  
Are there threatened or endangered species?  Yes  No  Unknown  
Are there cultural or historical resources?  Yes  No  Unknown  
Are you aware of any hazardous spills or materials?  Yes  No  Unknown

**Note:** If any of the above are discovered during construction, crew activity will stop, and we will notify you of subsequent action. This may result in delays in scheduled construction and/or additional costs.

## Meter location requirements

Indicate the following information on the plans and plat of survey.

- Mark electric meter location(s) with an "E." Number of electric meters required: \_\_\_\_\_ Public meter?  Yes  No  
Meter location is \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_ corner (Ex: 3 ft. S of NW corner)
- Mark natural gas meter location(s) with a "G." Number of natural gas meters required: \_\_\_\_\_ Public meter?  Yes  No  
Meter location is \_\_\_\_\_ ft. \_\_\_\_\_ of \_\_\_\_\_ corner (Ex: 3 ft. S of NW corner)
- Separate addresses are required for each meter requested and should be listed on a separate sheet that describes the way addresses will be designated (A-Z, 1-10, etc.).
- Be sure to designate each unit number on the floor plans.
- Choose your meter locations carefully; there is a charge for relocating your meter/service.
- A natural gas pipe trace, if applicable, is required to ensure each meter is serving the correct unit. There is no charge for the initial trace; if additional traces are required, the responsible party will be charged the actual time for the additional visit(s).
- Meter protection is required in traffic areas and will be installed at an additional charge, if necessary.

**Electric service information (Complete this section only if electricity will be provided by We Energies.)**

**Permanent service**

Service size:  100 amps  200 amps  320 amps  
 Other \_\_\_\_\_amps

Service type:  Underground  Overhead

Voltage:  Single phase 120/240  
 Three phase 208Y/120  
 Three phase 480/277

**Temporary service (if required)**

Service Size:  100 amps  200 amps  320 amps  
 Other \_\_\_\_\_amps

Service Type:  Underground  Overhead

Voltage:  Single phase 120/240  
 Three phase 208Y/120  
 Three phase 480/277

**Electrical equipment specifications**

Connected Load\*: Power \_\_\_\_\_kW  
 Lighting \_\_\_\_\_kW  
 Total \_\_\_\_\_kW

**\*Note:** Include equipment and motor loads from below.

Estimated peak demand \_\_\_\_\_kW  
 Estimated future peak demand \_\_\_\_\_kW

Equipment:  Air conditioner \_\_\_\_\_ tons  
 Space heating \_\_\_\_\_kW  
 Electric water heating \_\_\_\_\_kW  
 Other major equipment (specify) \_\_\_\_\_kW

Hydraulic elevator \_\_\_\_\_kW  
 Welder \_\_\_\_\_kW  
 Industrial furnace \_\_\_\_\_kW

Motors: Largest motor size \_\_\_\_\_ HP Code letter (if known) \_\_\_\_\_  
 Amps \_\_\_\_\_ Start frequency \_\_\_\_\_ Inrush \_\_\_\_\_  
 Motor application \_\_\_\_\_  
 Will more than one motor start at a time?  Yes  No

**Electrical contractor information**

Company name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company phone: (\_\_\_\_\_) \_\_\_\_\_  
 Contact phone: (\_\_\_\_\_) \_\_\_\_\_  
 Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Preferred contact method:  Phone  Email

**Natural gas service information (Complete this section only if natural gas will be provided by We Energies.)**

**Delivery pressure**

Standard (7" wc)  Elevated (2 psig)  Other (specify - 5, 10, etc.): \_\_\_\_\_(psig)

- Requests for delivery pressure greater than 2 psig requires submittal of final design calculations. See National Fuel Gas Code (2002 or later edition) for suggested format.
- Check with heating dealer if unsure of pressure; there is a charge for changes to pressure after installation.

**Wall construction at meter location**

Masonry block/brick  Poured concrete  Metal wall panel  Wood frame

**Natural gas equipment specifications**

Type	Quantity	BTUs	Total	Type	Quantity	BTUs	Total
Ex. Furnace	2	100	200				

Total natural gas load: \_\_\_\_\_(BTUs)  
 Estimated annual therm usage: \_\_\_\_\_

## Natural gas service information (continued)

### Natural gas contractor information

Heating contractor name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company phone: (\_\_\_\_\_) \_\_\_\_\_  
Contact phone: (\_\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_\_) \_\_\_\_\_  
Preferred contact method:  Phone  Email

Plumbing contractor name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company phone: (\_\_\_\_\_) \_\_\_\_\_  
Contact phone: (\_\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_\_) \_\_\_\_\_  
Preferred contact method:  Phone  Email

## Location of natural or buried obstacles and customer-owned facilities

**It is the obligation of the property owner or authorized representatives to identify and mark any underground facilities.** For any above or underground facilities or obstacles on your property, check the appropriate box(es) below and mark the approximate location on your plat of survey or site plan.

- |                                 |  |   |   |  |
|---------------------------------|--|---|---|--|
| <input type="checkbox"/> Well   | <input type="checkbox"/> Outdoor lighting                                | <input type="checkbox"/> Sewer lateral    | <input type="checkbox"/> Private electric       | <input type="checkbox"/> Underground tank/fuel lines |
| <input type="checkbox"/> Septic | <input type="checkbox"/> Steep hill                                      | <input type="checkbox"/> Sprinkler system | <input type="checkbox"/> Drain tiles/downspouts | <input type="checkbox"/> Customer-owned cable        |
| <input type="checkbox"/> Trees  | <input type="checkbox"/> Retaining wall                                  | <input type="checkbox"/> Wetlands/creeks  | <input type="checkbox"/> Sump pump discharge    | <input type="checkbox"/> Electric dog fence          |
| <input type="checkbox"/> Rock   | <input type="checkbox"/> Future building additions, concrete slabs, etc. | <input type="checkbox"/> Other _____      |   |  |

**Note:** Natural gas, electric, phone and cable utilities will be located through the Diggers Hotline (WI) or Miss Dig (MI) process as part of the construction procedure. We Energies, and/or its agents, are not responsible for damage to your facilities that are not properly marked with stakes, spray paint or flags before work begins. If you are unable to properly locate and mark your privately owned buried facilities, contractors will do it for a fee.

## Important electric and natural gas service information

- Additional charges for electric and/or natural gas installations apply from Dec. 1 through March 31. To avoid these charges:
  - Option 1: Complete, sign and submit Ready for Service card(s) for electric and/or natural gas service to We Energies on or before Nov. 30. By submitting the card, you are verifying that all ready for service requirements are met.
  - Option 2: Request your electric and/or natural gas facilities to be scheduled for installation during the weeks following March 31.
- 4-foot horizontal and 10-foot vertical separations are required between the natural gas service regulator and sources of ignition or appliance/equipment air intakes. The same separations are recommended in the proximity of operable windows and doors.
- To avoid additional installation charges, electric and natural gas meters should each be located on exterior wall closest to the facilities from which they will be served.
- Clear a minimum 10-foot-wide path along the service route from the property line to the meter location. Make sure obstacles such as dirt piles and construction materials are not in the way.
- Allow approximately 30 days for us to obtain the required permits for electric and/or natural gas service installation.

## Surface restoration

After our construction activity is complete, we will backfill with the excavated soil and mound the affected area. Review our restoration practices before submitting your application to better understand what to expect with surface restoration. Visit [www.we-energies.com/surfacerestoration](http://www.we-energies.com/surfacerestoration) to learn more.

## Authorization

I certify that I own or am the authorized representative of the person(s) who owns the property indicated in this application. I certify the information provided is accurate and I will promptly inform We Energies of any plan revisions. If installation requirements differ from what is submitted on this application, I understand these changes may result in delays and/or an increased cost to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed name: \_\_\_\_\_