



## STEPS TO OBTAIN NEW ELECTRICAL SERVICE

### Customer:

- Obtain building/electrical permits from the County Building Department. In Order to obtain your permit(s) you will be required to provide the County with a Plot Plan (a scaled drawing) of your building site. The Plot Plan must indicate the township, range, section, lot and block.
- Provide Midstate Electric the following information and fees so we can forward your job to our staking engineer:

<u>Membership</u>
1. Membership Application and \$ 5.00 Membership Fee
2. A Set-up/Connect fee of \$ 35.00
3. A Security Deposit of \$ 200.00 for residential service, \$350.00 for commercial building or an acceptable Letter of Credit from a prior utility that covers twelve (12) continuous months of service during the last twenty-four (24) months

<u>Construction</u>
1. Plot Plan that is detailed and to scale (a copy of the one you provided to the County)
2. <b>Pay Construction costs- (must be paid before Midstate can begin)</b>
3. Proof of ownership of the property (copy of deed, title, tax statement, etc.)
4. Meter size must be determined prior to engineering.

### Midstate

- Sets up your new account and forwards your application and Plot Plan to the Engineering Department.
- Engineering will review the Plot Plan and produce a Midstate Engineering Map showing the route for electrical service, the meter location and general information about the installation.

**Please allow three (3) working days for Engineering to complete this map.**

- If an on-site meeting is required, Engineering will contact you to schedule this meeting. They will also contact you if more than a service extension is required.

### Customer

- Midstate will mail the Engineering Map. (after the 3 days)
- After you have the Midstate Engineering Map you may proceed with the installation of your part of the service. This installation must be in agreement with the dimensions and meter location shown on the Midstate Engineering Map.

**If you deviate from the Midstate Engineering Map, Midstate may be unable to install the service.**

- It is your responsibility to obtain your electrical permit and to know the County Regulations.
- **You must also call for Underground Locates before you dig. 1-800-332-2344 (This is a free service)**
- When you have completed the trench and installed the conduit, call 541-536-3770 to have the trench and conduit installation inspected. Both must be inspected before Midstate will proceed with construction. If you have used a Midstate Approved Contractor, a trench inspection is not required.
- After the County Electrical Inspector has approved (green tagged) your electrical and meterbase installation, call Midstate at 541-536-3770. Midstate will then schedule the service installation.

**Please allow five (5) or more working days for the service installation.**

If you have any questions about the Engineering, contact the Engineering Department at **541-536-7270**. Please wait until you have the Midstate Engineering Map before contacting the Engineering Department. This will allow time for us to become familiar with your installation.

## **Frequently Asked Questions & general information about installing your New Electric Service:**

- Midstate will designate the meter location. The meter will be located on the corner of the house nearest the Midstate facilities supplying power. Please refer to sample plot plan.
- Midstate will extend service from existing primary pole lines, or primary underground transformers, a maximum of 200 feet for a residential service. **RV Site Installations will be limited to 50' from your property corner**
- Construction costs will be determined after job is engineered.
- This 200 foot limitation includes any required road crossings. A road crossing is approximately 60'. Midstate does all road crossings.
- If your house is more than 200 feet from the primary facilities you have the following options:
  - Install a meter and breaker or disconnect at 200 feet, and install your own facilities past this point.
  - Have the primary Midstate facilities extended, however the cost to do this will be significantly more than a standard service.
- **All services are installed underground.** You will need to provide and install the following:
  - Dig a trench from the meter location as shown on the Midstate Engineering Map to your property corner. The route of the trench will be shown on the Midstate Engineering Map.
  - The trench must be a minimum of 36 inches deep, and should be fairly straight. After you install the conduit and Midstate inspects your trench, it must have at least 1' of backfill before we can connect the service. Backfill must be free of debris and rocks.
  - You must install 3 inch schedule 40 PVC electrical conduit in the trench from the meter to the property corner.
  - All conduit joints must be glued.
  - All conduit "sweeps" must have a 36 inch minimum radius.
  - There can be no more than three (3) 90° sweeps in the conduit installation. One is required at the meterbase & one is required at the pedestal.
  - You need to provide a sweep for use by Midstate at the property corner, unless indicated otherwise on the Midstate Engineering Map.
  - A pull rope must be installed in the conduit. The pull rope is a minimum 3/16 poly or similar rope. The rope must extend a minimum of 5 feet from each end of the conduit system.
  - You may install water and phone in the same trench as the electric service as long as there is 1 foot of separation between these utilities and the electric conduit. Gas may also be installed in the same trench, but the required separation is 2 feet. The separation may be obtained either vertically or horizontally.

### **Approved Contractors:**

Contact Midstate Electric's Engineering department for a current list of Approved Contractors 541-536-2126 Ext. 4

### **County Numbers for Electrical Permits:**

Deschutes County 541-388-6575, Klamath County 1-800-378-1304, Lake County 541-947-6032  
La Pine Office 541-536-5852