

## Steps for New CMP-Built Line Extension (Overhead or Underground)

Now that you have made the decision to have us build your line extension, this checklist will help you make sure that the necessary paperwork reaches us and your job stays on track!

### 1. Requirements for site visit

Call us at **800.750.4000** (residential) or **800.565.3181** (commercial/industrial) to meet our representative on site. Foundation must be staked and driveway must be staked and roughed in to support our standard distribution construction and maintenance vehicles before this appointment can be made.

My Notification number 103 \_\_\_\_\_ My Site Visit will be on \_\_\_\_\_

### 2. Review Pricing Fact Sheet

- Charge for establishment of service
- Reallocation charge, if applicable.

### 3. If you want a telephone “landline”, please contact your local telephone company for service

If a pole must be installed, please be aware that local telephone companies are responsible for pole setting in some areas.

### 4. Meet with us

We will meet with you or your representative at your building site to determine construction required to serve you. Please bring your completed easement information worksheet or a copy of your deed to the appointment.

### 5. Complete and return the applicable service forms

One of the following as applicable.

- A-1: Municipal Inspection
- A-2: Certificate of Compliance with Subdivision and Shoreland Zoning Form 1190
- A-3: Land Use Planning Commission (LUPC)

You may also be required to submit one of the following as applicable

- B-1: Certification of Electrical Inspection Form 1360
- B-2: Single-Family Dwelling Certification
- B-3: State Electrical Permit

As well as:

- Easement(s)**: If your service will involve the placement of poles, anchors, or lines across land owned by another individual/entity.
- Reallocation payment**: If your service is subject to reallocation. For more information, see [page 7](#).

### 6. Schedule meter enclosure inspection

Once all items listed in Step 5 have been returned to us and your electrician has completed installing the metering equipment, you or your electrician must call us to inspect the service enclosure. We will need access to the main breaker. Once the service enclosure passes inspection, we'll install the meter and send you a date that we will connect your service—and, we'll guarantee it.

### 7. Payment for Line Extension costs, as applicable.