

Steps for New Permanent Electric Service Installation

Service cable only: This is the line from the last pole/pad to your point of attachment. No line construction needed – no additional poles need to be set.

This checklist will help you make sure that the necessary paperwork reaches us and your job stays on track! Permanent service will be extended to buildings that are permanent in nature. Examples of permanent structures include houses, manufactured homes, garages, barns, and businesses.

❑ 1. My new service information

New Service Coordinator Name _____ Email _____

Notification Number 103 _____ Site visit will be on _____

New CMP account number _____

❑ 2. Review Pricing Fact Sheet

Reallocation charge, if applicable

❑ 3. Prepare site

Your foundation must be staked and the driveway must be roughed in to support our standard distribution construction and maintenance vehicles.

❑ 4. 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 pg. 7](#).

❑ Customer URD on State Road may require an *MDOT Highway Opening Permit*

❑ 5. Schedule service enclosure inspection

Once all items listed in Step 4 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.

❑ 6. Diagrams

- Single-Phase Cable Service ([pg. 25](#))
- Pole Mounted Service Meter ([pgs. 26-27](#))
- Mast Service to Low Building ([pg. 28](#))
- Meter Pedestal Service ([pg. 29](#))
- Underground Cable Installation
- Jointly Used Trench Horizontal Separation ([pg. 32](#))