

Steps for Privately-Built Line Extension (Overhead or Underground)

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

❑ 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

- Flat Rate charge
- Establishment of Service charge

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

Having their timely involvement may reduce the time required to provide your electrical service.

❑ 4. Meet with us

We will meet with you and your private line contractor at your building site to determine construction required to connect your private line to our distribution system. Please bring the following to your appointment.

- Your completed *Easement Information Sheet* (if required)
- Your *Private Line Sketch* (if available)
- Your *Private Line Invoice* (if available)

❑ 5. Complete and return the following construction forms

(In addition to the forms listed on the [Permanent Electric Service Checklist](#))

- Invoice stub and payment
- *Private Line Contract* (maintaining private ownership)
- *Private Line Sketch* (**See pg. 37**)
- *Private Line Invoice* (excluding costs as associated with underground, i.e. trenching, backfill, and conduit) (**See pg. 38**)
- *Maintenance Agreement* (if applicable)
- *Conveyance Document* (if ownership of line is being conveyed to us)
- *Easement* (if needed)

❑ 6. Request required inspections

- Private line/trim inspection
- Service enclosure inspection

❑ 7. Payment to CMP, as applicable

- Reallocation