



EL PASO ELECTRIC COMPANY
COMMERCIAL REQUEST FOR SERVICE FORM

Responsible Party:

Business Name: _____

Property Owner Name: _____ Phone: _____ Email: _____

Service Address: _____

Mailing Address: _____

Electrician Name: _____ Phone: _____ Email: _____

Builder/Contractor: _____ Phone: _____ Email: _____

Architect: _____ Phone: _____ Email: _____

Primary Contact:

Owner Electrician Builder/Contractor Architect

Preferred Form of Contact:

Email Phone Best Time to Call: _____

If property is in a rural area, please provide GPS coordinates or driving directions: _____

Is temporary construction service required? Yes No

Legal Description: _____

Right-of-Way Signatures, contact: _____

New Service Classification: Overhead Underground

NOTE: In some cases, temporary service may not be available. A non-refundable cash advance for construction may be required for the installation of additional facilities.

Meter request may be made by calling (915) 521-4646 in Texas or (575) 523-3575 in New Mexico.

Customer Ready Date: _____ Permanent service is required by: _____

The following information must be made available to the Designer who you are working with in order to initiate engineering design for electrical services:

- Construction Schedule
- Property Plat
- Civil Plan Sheet
- Building Elevation Plan
- Electrical Plan Sheets
(Load/Riser Diagram)
- Landscape Plan Sheets
- AutoCAD file of Civil Site Plan
(Include existing/proposed utilities, benchmark and survey/XREF files)

*Please provide a listing of all electric motors with horsepower size.

EPE'S SERVICE INFORMATION:

Type of Service: Overhead Underground

Service Voltage: 120/208 120/240 277/480

3 wire 4 wire

Phase: Single Phase Three Phase

Conductors Per Phase: _____ Size: _____ Copper Aluminum

Neutral Conductors: _____ Size: _____ Copper Aluminum

Main size: _____ amps Entrance Conduit: _____ Size: _____

Maximum Service Length: _____ Service Point Location: _____

Generation- Customer installed back-up generator (check applicable items)

Solar _____ KW

Fuel _____ KW

Other: _____ KW

None

* For Underground Services:

The customer may be required to install a secondary bus enclosure if the number of conduits per phase exceeds the approved number allowed for transformer size.

Electrical Load Information:

	<u>Connected KW</u>	<u>Phase</u>	<u>Estimated KW Demand</u>
Existing Load	_____	___1___3	_____
New Phase	_____	___1___3	_____

El Paso Electric Company Reserves the right to designate the meter location. Do not install any metering without written approval from El Paso Electric confirming location and metering type.

Items not included in other loads:

	<u>Phase</u>	<u>Estimated KW Demand</u>
New Motors (HP)	___1___3	_____
New Motors (HP)	___1___3	_____
New Heating	___1___3	_____
New Air Conditioning	___1___3	_____
Total Load	_____	_____

Please list the number and size of each motor 50 HP or greater:

_____	_____
_____	_____
_____	_____
_____	_____

Special Request or Comments: _____

*El Paso Electric Representatives shall have free and easy access at any time to EPE equipment located on the premises of the customer and reserve the right to remove EPE meters and equipment for just cause.

Signature: _____ Date: _____

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CHECKLIST FOR COMMERCIAL REQUESTS
(FOR USE BY CUSTOMERS AND ELECTRICAL CONTRACTORS)

- _____ Address Posted
- _____ Electrical Grounds Properly Connected
- _____ Meter can height (5 feet max. from finished grade to top of meter opening)
- _____ Multiple meter cans shall be guttered and marked (Space # or Suite #)
- _____ Point of attachment at correct height (if not going through the roof)
- _____ Rigid or IMC conduit if going through the roof
- _____ All commercial meter cans must have a heavy duty lever bypass
- _____ 200 amp meter cans minimum required for underground services
- _____ Main disconnect must be outside and within 5' (feet) of the meter
- _____ Load-side wires made up
- _____ Electrical Inspection Release by Appropriate Authority Having Jurisdiction
- _____ Certificate of Compliance (From El Paso, Hudspeth or Culberson County)
- _____ Spades provided by Electrical Contractor (for overhead services)
- _____ Access needed to Company and Customer Equipment
- _____ Please visit link below for service distance requirements between EPE Transformer and Customer
Meter Loop (Section VI- Metering)
- _____ A minimum of three (3) inch separation is required between meter enclosures and any adjacent
equipment

www.epelectric.com/bluebook

NOTE: If El Paso Electric Company is not able to install the service, meter, and/or energize your service for any reason checked off on this checklist additional charges may apply. If you have any questions please call:

El Paso (915) 521-4646

Las Cruces (575) 523-3575

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