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NEW SERVICE REQUIREMENT CHECKLIST

Welcome to Beltrami Electric Cooperative. To assist you with your new electric service with Beltrami Electric, we have outlined the process below.

COMPLETE THE FOLLOWING STEPS:

Account #: _____
Service order #: _____
Location #: _____

Membership Application

A \$50 membership fee and \$225 deposit (if necessary) are due prior to construction. Commercial deposits are determined by management and are based on an assessment of credit risk involved and the size of service.

New Service Application

Complete a Right-of-Way Easement

The easement is created by BEC and must be signed by all affected property owners. In order to complete the easement, please provide a copy of the property Warranty Deed or Reservation/Tribal Land assignment that includes the landowner's names and a legal description of the property. Right-of-Way Easements give Beltrami Electric permission to install and maintain electrical equipment on your property (Tax statements will not be accepted).

Acquire proof of assigned E911 Address.

You must acquire an E911 address from the county or tribal entity in which you live.

Pay line construction charges: (Charges for construction will be determined upon staking consultation)

A New Service Contribution is charged to the member whenever Beltrami Electric Cooperative, Inc. connects a new service to our power system. This amount covers a portion of the costs associated with the construction such as the initial application, the recording fee for the easement, and the staking appointment for the new service to become a permanent meter location.

- A minimum New Service Contribution in Aid charge of \$350 plus the following charges:
 - Single phase primary and secondary - \$4.00/foot
 - Three-phase service - cost for any three-phase service will be determined upon staking consultation.
- There will be an additional charge of \$2.00 per foot for a second run of secondary if required, except for cases where the second run of secondary is needed for off-peak electric service then the \$2.00 per foot will be waived.

Create a Right-of-Way corridor.

The Right-of-Way corridor will be your driveway. It should have a 10-foot corridor to either side and must be in place before scheduling a staking appointment for your new service. See attached Exhibit A.

Call to schedule a staking appointment: Date: _____ Time: _____

The homeowner or contractor must be available to meet with the engineer. *Please have in mind where your other utilities are or will be located.*

Do you have licensed electrical contractor installing the meter loop?

- **Yes** - It is the Licensed Electrical Contractor's responsibility to submit the Request for Electrical Inspection (REI) form and associated fees on your behalf.
Name of Licensed Electrical Contractor: _____
- **No** -The next steps apply to you:
 - Obtain and install a 200 amp bypass meter loop and PVC pipe (See wiring diagram for requirements)
 - Complete and submit the Request for Electrical Inspection (REI)Form This form must be submitted to MN Dept of Labor & Industry, along with the inspection fee. The State Electrical Inspector must provide confirmation the inspection is complete **PRIOR** to scheduling the installation of your new service.

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Are you installing off-peak electric service? Yes _____ No _____

If yes, complete both documents below:

Load Management Agreement Form

MN Heating Tax Exemption Form

Would you like an Energy Services Consultation (off-peak, heating system, rebates)?

Are you installing an electric On-Demand Water Heater over 10kVA? Yes _____ No _____

(If yes, the cost for the service will change! Contact Member Service for details)

SCHEDULE YOUR INSTALLATION

Upon completion of the above steps, contact Beltrami Electric Cooperative at **(218) 444-2540** or **(800)955-6083** to schedule the construction of your service. The Operations Department will be able to provide you a tentative time frame of which week your service is scheduled. If this changes, you will be notified.

TERMS AND CONDITIONS:

- It is the owner's responsibility to locate and expose their private lines before construction takes place. Any water lines buried deeper than 48 inches do not have to be exposed. The cooperative is not responsible for damages to private lines such as cable TV, satellite, private electrical, water, well, sewer, telephone, gas, lift station pump lines, invisible dog fences or sprinkler system lines.
- It is the applicant's responsibility to obtain and clear right-of-way.
- Applicants will pay for the cost of all permits and/or grant of easements required for this electric service and will help obtain any permits and/or easements necessary to construct the line.
- This type of work will be done as construction crews are available. Emergencies, such as outages, maintenance, road moves and other necessary line construction will have priority over construction of services.
- All construction cost estimates are valid for the current construction season January 1st to December 31st and do not include any membership fee or deposits that may be due.
- Frost charges of an additional \$7.00 per foot with a \$500.00 minimum will be applied to all underground services installed between November 1 and May 1 of each year dependent on MnDOT road restrictions.
- If the service cannot be energized at the time of construction, a meter reconnect fee will apply at the current reconnect rate. Any work in addition to energizing that cannot be completed will be considered a Service Improvement/new Relocation of Facilities and subject to the current rates.
- The monthly access charge billing will begin once a new service has been built and will continue for a minimum of 12 months. The access charge will be billed regardless of any energy being used and will be charged according to the current rate structure.
- Disconnection of a new service may be made after one year of continuous service. If a member requests disconnection prior to one continuous year of service, the regular access charge for the remaining months will be billed to the member.

This institution is an equal opportunity provider and employer.