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## SERVICE IMPROVEMENT REQUIREMENT CHECKLIST

*Welcome to Beltrami Electric Cooperative. To assist you in making changes to your existing electric service with Beltrami Electric, we have outlined the process below.*

### COMPLETE THE FOLLOWING STEPS:

Account #: \_\_\_\_\_  
Service order #: \_\_\_\_\_  
Location #: \_\_\_\_\_

**Service Improvement 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). **\*Contact our office to determine if an updated easement is needed for this Service Improvement.**

**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 located.**

**Have your new meter base inspected:**

A licensed Electrical Contractor must submit the Request for Electrical Inspection (REI) form and pay the fees to the MN Dept of Labor & Industry on your behalf or you will need to submit them on your own. The State Electrical Inspector must complete inspection of your installation.

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

- The cost to relocate, extend or convert primary or secondary underground shall be a minimum Contribution in Aid charge of \$750 plus the following charges:
  - Single phase primary - \$4.00/foot
  - Single phase secondary - \$2.00/foot
  - Three-phase service - cost for any upgrades to a three-phase service will be determined upon staking consultation.

**Members completing Service Improvements for the installation of new or additional off-peak electric heating and other managed loads will receive a \$400 credit off the minimum service improvement fee and a credit on the footage for up to 200 feet of line.**

- Relocation of a pole, pad mount transformer or pedestal, along the path of existing line:
  - \$225.00 per hour for a two-man crew plus material
  - \$450.00 per hour for a four-man crew plus material
  - With a minimum of \$750.00
- The member will be required to pay the remaining un-depreciated value of any primary underground facilities that are abandoned due to a relocation request unless the customer pays 100% of the construction costs for the relocation.

**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 for the changes to 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.

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## 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, new services, maintenance, road moves and other necessary line construction will have priority.
- All construction cost estimates are valid for the current construction season January 1<sup>st</sup> to December 31<sup>st</sup> 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.
- 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.