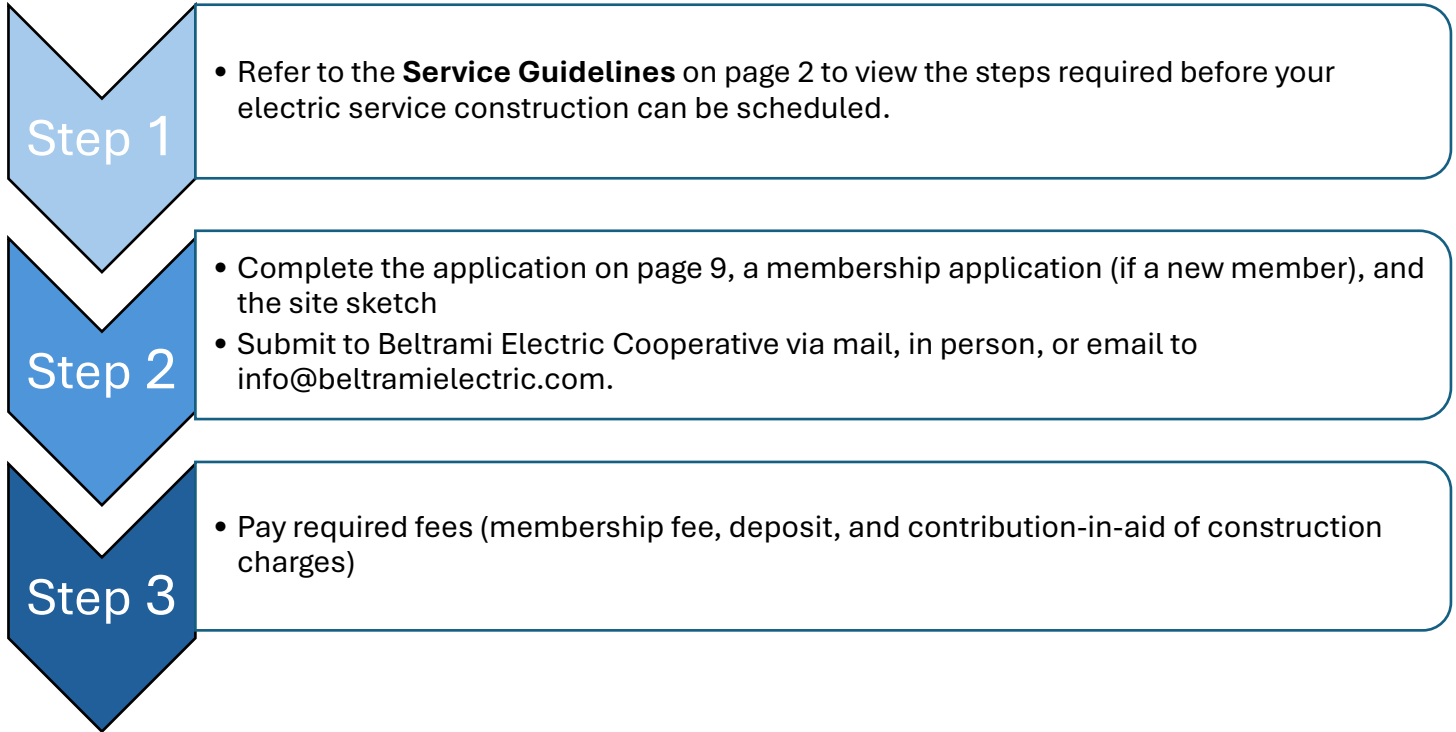




## NEW SERVICE/SERVICE IMPROVEMENT APPLICATION

The process for the construction of a new electrical service or a service improvement is outlined below.



## CONSTRUCTION CHARGES

**\* Prices are valid for the 2025 construction season only. Costs are subject to change for 2026.**

### Single-phase service

- **New Service:** \$1,050 minimum Contribution-in-Aid, plus \$10 per foot of wire.
  - **Service Improvement:** \$1,050 minimum Contribution-in-Aid, plus \$10 per foot of wire
    - Receive a \$300 credit towards CIA and 200 feet of wire if the service improvement is for the installation of new off-peak electric heating or other managed loads. Footage in excess of the 200 feet is \$5 per foot.
- NOTE:** any charges in addition to the minimum Contribution-in-Aid will be determined at the time of staking.

### Three-phase service

- Charges for Contribution-in-Aid of construction will be determined after the staking appointment with our technician.

### Winter Construction Charges

- Winter construction charges will apply for any service constructed between Nov. 1 to May 1 of each year. The rate is \$8 per foot with a \$500 minimum, and is in addition to the service construction charges.

# SERVICE GUIDELINES

## Getting Started

- ☐ **1.** Complete the new service/service improvement application and sign the terms and conditions on page 10.
- ☐ **2.** Complete a membership application (If you are not already a member of BEC).
  - a.** A \$50 membership fee is required if you are a new member.
  - b.** Note: a deposit may also be required.
- ☐ **3.** Complete the site sketch on page 7.
- ☐ **4.** Sign a right-of-way easement.
  - a.** You will need to provide a recorded copy of your Warranty Deed or Reservation/Tribal land assignment that includes the landowner's name and a legal description of the property. (Tax statements or abstracts will not be accepted)

## Next steps

- ☐ **1.** Obtain an E911 address.

You must acquire proof of an E911 address from the county or tribal entity in which you live.
- ☐ **2.** Create a right-of-way corridor.

The right-of-way corridor will be your driveway. It should have a 10-ft wide corridor on one side of your driveway and must be in place before scheduling your staking appointment.
- ☐ **3.** Schedule a staking appointment with BEC – see notes below.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE:** Your meter base location needs to be clearly marked **before** scheduling your staking appointment.

**NOTE:** Beltrami Electric's staking technician will need to know where other utilities are/will be located, such as water lines, cable lines, septic lines, etc.

## Before scheduling the construction of your service

- ☐ **1.** Your meter base must be installed, wired, and inspected by the state electrical inspector before you schedule the construction of your service.

**Note: Your meter base must be wired before contacting the state electrical inspector.**

  - a.** See page 3 for meter base requirements.
  - b.** See page 4 for MN state electrical inspectors.
- ☐ **2.** Pay the Contribution in Aid of construction charges.

**Note:** Contribution in aid charges covers a portion of the costs associated with the construction, such as the initial application, recording fee, staking appointment, etc.
- ☐ **3.** Upon completion of these steps, call 218-444-2540 to coordinate your service installation.
- 4.** You will receive a follow-up survey via email after construction is complete.

**Note: If you complete the emailed survey, you will receive a \$10 credit on your electric bill.**

# New Electrical Service Minimum Requirements

## Option 1: Meter Base mounted to structure

### Padmounted transformer (Co-op owned)

**Required clearance: 3' minimum each side and back, 12' minimum in front (lock side)**  
 Do not plant, pave, or build enclosures around padmount transformers

**Meter height**  
 4' Minimum  
 6' Maximum

**Meter**  
(Co-op owned)

**2" schedule 80 PVC pipe**  
(Member owned)

This is required and must be at least 18" into the ground

**Underground Service Wire** (Co-op owned)

**Meter base**  
(Member owned)  
 Minimum 200-amp bypass lever required  
 This must be installed outdoors. The National Electrical Code (NEC) 110.26 requires 30" wide space and 36" perpendicular to the meter base be maintained as unobstructed working space. (i.e., this space should be kept clear of shrubs, fences, decks, enclosures, etc.)

**NOTICE:** The Cooperative will supply the meter and the secondary wire from the transformer to the meter loop in all cases except those requiring a 320-amp service.

## Option 2: Stand-alone meter base

### Padmounted transformer (Co-op owned)

**Required clearance: 3' minimum each side and back, 12' minimum in front (lock side)**  
 Do not plant, pave, or build enclosures around padmount transformers

**Meter height**  
 4' Minimum  
 6' Maximum

**Meter**  
(Co-op owned)

**2" schedule 80 PVC pipe**  
(Member owned)

This is required and must be at least 18" into the ground

**Underground Service Wire** (Co-op owned)

**Meter base post**  
(Member owned)

Minimum 5" x 6" treated post  
 If more than one meter base is present, two 4" x 4" treated posts attached to a piece of 3/4" minimum treated plywood or treated lumber of equal or greater strength is required.

**Meter base**  
(Member owned)  
 Minimum 200-amp bypass lever required

This must be installed outdoors. The National Electrical Code (NEC) 110.26 requires 30" wide space and 36" perpendicular to the meter socket be maintained as unobstructed working space. (i.e., this space should be kept clear of shrubs, fences, decks, enclosures, etc.)

Wire to house panel - Must be wired to NEC code (Member owned)

### NOTICE:

This drawing illustrates BEC requirements only and is not intended to be a comprehensive guide for the installation of an electric service. To insure a safe, quality installation that complies with the National Electrical Code and local requirements, the Cooperative recommends that all work be done by a qualified, licensed electrical contractor.

# MN STATE ELECTRICAL INSPECTORS

THESE ARE THE INSPECTORS COVERING THE AREA SERVED BY BELTRAMI ELECTRIC.



DEPARTMENT OF  
LABOR AND INDUSTRY

Requests for  
inspections can be  
accessed online.  
Scan the QR code.



**Inspectors can be reached by phone or email as indicated.**

Beltrami & Hubbard Counties	Cass & Hubbard Counties
Wade Koons 218-580-8589 wade.koons@state.mn.us	Tony Kohrs 218-616-1554 tony.kohrs@state.mn.us

Minnesota state law requires an electrical inspection by a state inspector any time you or an electrician does wiring or other electrical work at your home or farm. If an electrical contractor is performing the work for you, they will take care of the electrical inspection requirements.

Need to find electrical, plumbing, building, and heating, cooling, and air conditioning (HVAC) contractors in our area?

Scan the QR Code to view a list of area contractors who participate in Beltrami Electric's preferred contractor program.



## Utility Line Locating



**Call: 811 or 1-800-252-1166**  
**Submit a request online:**  
**[gopherstateonecall.org](http://gopherstateonecall.org)**

If you are planning to dig, Minnesota State law requires you to notify Gopher State One Call of your intentions at least 48 hours in advance.

**NOTE:** Gopher State One Call does not locate any private lines.

## Private Line Locating



**218-444-1143**

Cooperative Development provides private locating and residential and commercial directional drilling services in north central Minnesota.

Their experienced crew can help you with all your directional drilling needs for water and sewer lines, sprinkler systems, underground power lines, and more.

**SAVE MONEY** on your heating/cooling system, water heating, thermostats, and electric vehicle charging in your new home with BEC's rebate program.

## AVAILABLE RESIDENTIAL REBATES

### Heating & Cooling Equipment

#### Rebate

\* Storage and dual fuel heating must be connected to BEC's load management program to qualify for rebates.

Storage heating (ETS, slab heat, etc.)	\$75/kW
Dual fuel electric heating	\$25/kW
Air-source heat pump Ductless mini-split heat pump	Up to \$750/ton
Supplemental heating for air-source heat pump (such as a plenum heater or Steffes furnace)	\$500/unit
Geothermal heat pump - closed loop Geothermal heat pump - open loop	\$650/ton \$450/ton
Tune-up for central air or air-source heat pump	\$25/unit

### Electric Transportation Chargers

#### Rebate

\* Chargers must be connected to BEC's load management program to qualify for rebates

Level 2 or 3 chargers	\$100/kW
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### Water Heaters

#### Rebate

\* Water Heaters must be connected to BEC's load management program to qualify for rebates.

55 gallon or less	\$250
56-99 gallon	\$500
100 gallon or larger	\$800
Bonus rebate for new building construction	\$100
Bonus rebate for conversion of existing non-electric water heater	\$250

### Thermostats

#### Rebate

\* Rebates not to exceed 50% of the purchase price

Programmable thermostat	\$25
Smart thermostat	\$50

NOTE: Restrictions may apply. Contact us for more details and information at 218-444-2540.

**The Inflation Reduction Act (IRA) provides incentives in the form of both tax credits and rebates.**

Check out the Savings Calculator from Rewiring America to find out how much you could get in electrification incentives:



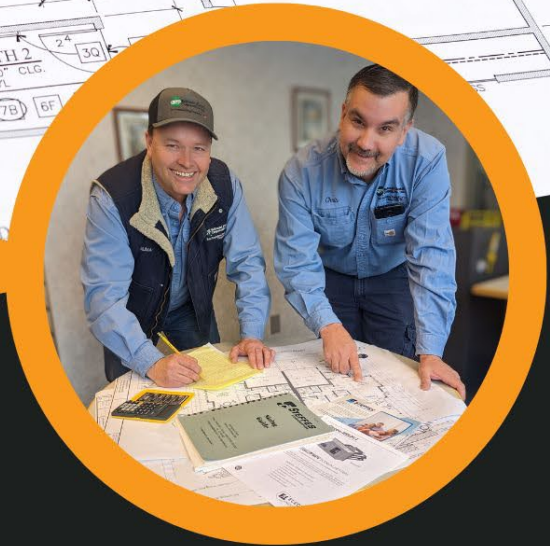
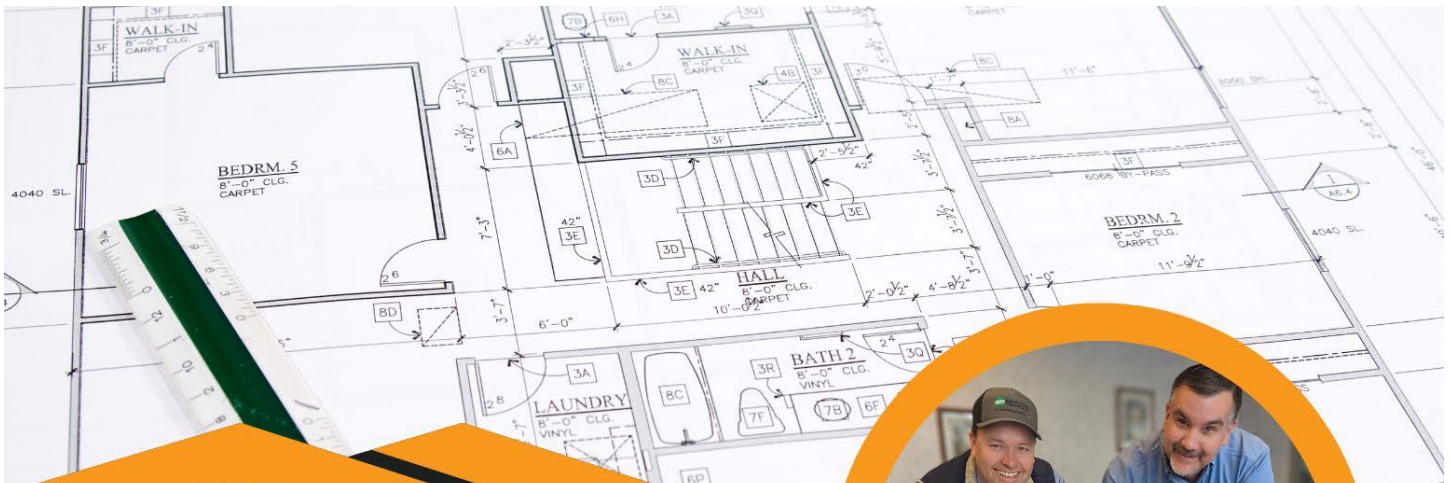
### Tax credits are available now for the following:

- Heat Pumps
- Weatherization
- Electrical Panel
- Electric Vehicle Charger
- New and Used Electric Vehicles
- Battery Storage Installation
- Geothermal Heating Installation

**NOTE:** The State of Minnesota plans to implement the energy efficiency rebate program is still pending.

View Rewiring America's Guide to the Inflation Reduction Act here:





# HeatSmart

***SELECT THE BEST HEATING SYSTEM  
FOR YOUR NEW HOME - LET OUR  
ENERGY EXPERTS HELP!***

Beltrami Electric's FREE HeatSmart service will analyze factors such as square-footage, insulation, windows/doors, and climate to provide tailored recommendations so homeowners can make informed decisions that prioritize comfort while also saving money on heating expenses for their new home.

Bring in your detailed building plans/blueprints



**WE WILL COMPARE THESE AND MORE!**



Heat pumps



Off-peak electric heating systems



Natural gas



Electric thermal storage



Geothermal system



Propane system

## Contact Us:

218-444-2540 | 800-955-6083  
info@beltramielectric.com



**Beltrami Electric  
Cooperative Inc.**

© Your Touchstone Energy® Cooperative

Connecting Communities. Powering Life.

# Site Sketch

Member/Business Name: \_\_\_\_\_ Account#: \_\_\_\_\_

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, underground dog fences or sprinkler system lines.

## Show the following in your site sketch

- |                                                                 |                                                                      |
|-----------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Building site                          | <input type="checkbox"/> Gas lines                                   |
| <input type="checkbox"/> Permanent meter location               | <input type="checkbox"/> Well                                        |
| <input type="checkbox"/> Septic system, lift station pump lines | <input type="checkbox"/> Telephone lines                             |
| <input type="checkbox"/> Water lines                            | <input type="checkbox"/> Underground fencing for pets                |
| <input type="checkbox"/> Cable or satellite TV lines            | <input type="checkbox"/> Driveway (with 10' corridor on either side) |
| <input type="checkbox"/> Private electrical lines               | <input type="checkbox"/> Sprinkler system lines                      |

North

West

East

South

*This page has been left blank.*



**Beltrami Electric  
Cooperative Inc.**

® Your Touchstone Energy® Cooperative

Connecting Communities. Powering Life.

# New Service/Service Improvement Application

## Member or Business Information

Member #: \_\_\_\_\_

Name:	_____	Date of birth	_____
	First Middle Last		
Mailing address:	_____	SS# or FID#:	_____
	Street address Apt/Unit #		
	_____	Email:	_____
	City State Zip Code	Home phone:	_____
Service address:	_____	Cell phone:	_____
(If different from mailing address)	Street address City, State, Zip	Preferred method of contact for this service:	
Have you been or are you currently a member of Beltrami Electric Yes <input type="checkbox"/> No <input type="checkbox"/>		Phone <input type="checkbox"/>	Email <input type="checkbox"/>
If yes, please list which account number you would like this billed to:		Account#:	

## Joint Member Information (if applicable)

Name:	_____	Date of birth	_____
	First Middle Last		
Mailing address:	_____	SS# or FID#:	_____
	Street address Apt/Unit #		
	_____	Email:	_____
	City State Zip Code	Home phone:	_____
		Cell phone:	_____

## Service Construction Information

Type of service requested:	New Service <input type="checkbox"/> Service Improvement <input type="checkbox"/>
Type of structure:	Home <input type="checkbox"/> Mobile home <input type="checkbox"/> Cabin <input type="checkbox"/> RV Site <input type="checkbox"/> Other <input type="checkbox"/>
Type of heating/cooling system? (Select all that apply)	Electric <input type="checkbox"/> Off-peak <input type="checkbox"/> Propane/ Natural Gas <input type="checkbox"/> Fuel oil <input type="checkbox"/> Wood <input type="checkbox"/>
NOTE: The following will affect the size and cost of the electric service needed.	
Will you be installing an electric on-demand water heater?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be installing an electric vehicle charger now or in the future?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Contractor Information

Name of contractor:	Contractor's phone:	Email:
Name of electrician:	Electrician's phone:	Email:

# Terms and Conditions

**Please read and check all the following:**

- I understand that as the owner, it is my responsibility to locate and expose any private lines before construction takes place. I will leave all markers intact and will not move. I will expose any water lines buried less than 48 inches.
- I understand that the cooperative is not responsible for damage to private lines, such as cable TV, satellite, private electrical, water, well, sewer, telephone, gas, lift station pump, underground fencing, or sprinkler systems.
- I understand that it is my responsibility to obtain and clear the right-of-way for this project.
- I will pay for the cost of all permits and grant any easements required for this electric service and will help obtain any permits or easements necessary to construct the line.
- I understand that this type of work will be done as construction crews are available, and that emergencies, such as outages, maintenance, and other necessary line construction will have priority over construction of services.
- I understand that all quotes for contribution in aid of construction charges are only valid for the current construction season ending Dec. 31, and do not include any membership fee or deposits that may be due.
- I understand that winter construction charges will apply for any service constructed between Nov. 1 and May 1 of each year. This will be in addition to the standard service charges.
- I understand that services are considered energized at the time of construction, and billing for the monthly access charge will begin once a new service has been built and will continue for a minimum of 12 months. *(The access charge will be billed according to the current rate structure regardless of any energy used.)*
- I understand that if my 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 the service that cannot be completed will be considered a service improvement or new relocation of facilities and is subject to the current rates.
- I understand that if this service is disconnected before one continuous year of service, I will be billed the current access charge for the remaining months of that year via a lump sum on my final bill.
- I understand that Beltrami Electric is not responsible for the restoration of property on a new construction site or requested service improvement.

## Applicant Signature

By signing below, I understand and agree to all the above terms and conditions.

Print Name:

Member signature:

Date:

Print Name:

Joint member signature:

Date: