



APPLICATION FOR UTILITY SERVICES

I) INSTRUCTIONS AND GENERAL INFORMATION:

A) Electric Service – New or change to existing service

- 1) Complete the attached application form in its entirety and return to Pendleton Municipal Utilities Office.
- 2) The Electric Department supervisor will review the application and work with you and/or your contractor to determine the type of service you will need and the best options to provide that service to your site.
- 3) A new service fee must be paid at the Pendleton Municipal Utilities Office before any work may commence.
- 4) In most cases, in addition to the above fees, the owner/developer will be responsible for all labor and materials to establish the new electric service such as but not limited to, meters, transformers, wire, trenching and engineering costs. In most cases the Town of Pendleton will provide/purchase the items required at their cost and you then will be invoiced through the Town of Pendleton Clerk Treasurer's office.

B) Water Service – New

- 1) Complete the attached application form in its entirety and return to Pendleton Municipal Utilities Office.
- 2) The Public Works Supervisor will review the application, assign the proper fees and work with you and/or your contractor to determine the type of service you will need and the best options to provide that service to your site.
- 3) Before water service can be established there are several items that will need to be addressed:
 - (a) All fees need to be paid at the Pendleton Municipal Utilities Office.
 - (b) Commercial Services – The Public Works Supervisor will prepare a Water Service Agreement. This agreement will need to be signed and returned to the Public Works Department.
 - (c) If a back flow prevention device is required, it will need to be installed and tested by an approved agency.
 - (d) All parts of the water system that will be connected to the Town of Pendleton's water supply will be installed per the Town of Pendleton's Water Department Rules and Regulations and inspected by the Water Department.
 - (e) It is strongly suggested that before any work is started or any materials are purchased that you review your plan with the Public Works Department to assure compliance with the Water Departments regulations.

C) Sanitary Sewer Service

- 1) The Town of Pendleton does not provide Sanitary Sewer. That service is provided by Fall Creek Regional Waste District. Their phone number is 765-778-7544. You will need to provide documentation to the Town of Pendleton as to the availability of sewer service before any permits will be issued.

II) PROVISIONS FOR FILING

- A) This application must be completed in its entirety and must be legible. (Please print.)
- B) This application must be accompanied by all required documents.



APPLICATION FOR UTILITY SERVICES

1. PROPERTY INFORMATION

Service Address

Name of Business (if applicable)

Zoning District

Use

2. OWNER INFORMATION

Name of Property Owner

Property Owner Email Address

Property Owner Phone Number

Property Owner Address

City/Town

State

Zip code

3. TENANT/BUSINESS OWNER INFORMATION (if applicable)

Name

Email Address

Phone Number

Address

City/Town

State

Zip code

4. ELECTRICAL CONTRACTOR

Name

Phone Number

Address

City/Town

State

Zip code

5. PLUMBING CONTRACTOR

Name Phone Number

Address

City/Town State Zip code

6. RESIDENTIAL CUSTOMERS ONLY

Name for Account Social Security Number

Move-in Date Employer Name and Address

Emergency Contact Phone Number

7. BILLING INFORMATION

Name Phone Number

Mailing Address (where bill is to be sent)

8. REQUESTED SERVICES

Water Service: YES or NO Electric Service: YES or NO

Automatic Sprinkler System: YES or NO Irrigation System: YES or NO

Do changes need to be made to the existing utility set-up? If yes, please describe.

9. SIGNATURE OF LANDOWNER, TENANT, OR CONTRACTOR

Signature Printed Name Date

OFFICE USE ONLY

Electric Department

Service Type: RESIDENTIAL COMMERCIAL INDUSTRIAL MUNICIPAL TEMPORARY
(circle those that apply) PERMANENT SINGLE SERVICE MULTIPLE SERVICE OVERHEAD UNDERGROUND
PRIMARY SECONDARY

Voltage: Single Phase Three Phase Amperage: _ 100
_ 120V _ 208/120Y _ 200
_ 120/208 Network _ 240/120Y _ 400
_ 120/240 _ 480 Delta _ Other: _____
_ 277/480 _ 480/277Y
_ 12470/7200Y

New Service Fee	
Other Fees	
TOTAL DUE TO ESTABLISH SERVICE	

Water Department

Service: RESIDENTIAL COMMERCIAL Size of Meter(s) EDU's Assigned

Fire Sprinkler System: YES or NO Irrigation System: YES or NO

Water Contract Needed: YES or NO Backflow Device Needed: YES or NO

Water Contract on File: YES or NO Date of Contract:

Capacity Fee	
Tap Fee	
Subsequent Connector Fee	
Other Fees	
TOTAL DUE TO ESTABLISH SERVICE	