



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

Pendleton Power & Light

New Electric Service Requirements

1. Pendleton Power & Light (PPL) does not furnish or install the meter base, riser pipe, down pipe, supports, mast knob/P-knob, weather head, or roof boots.
2. Meter base shall be securely mounted to structure, 4 to 6 feet from finished grade to top of meter base, with lag screws or other suitable fasteners in all four corners. Drywall screws are not acceptable.
3. New service shall be grounded with a minimum size of 4 AWG solid or stranded copper wire down to an 8' driven ground rod. Water pipe clamps not accepted.
4. Meter base must be either back-to-back with the breaker panel inside or an overcurrent disconnecting device shall be installed immediately at meter base by customer/contractor.
5. **Overhead Service Only:** Riser pipe to be minimum size of 2" rigid steel for 200A, drip loops shall be not less than 10' from the ground. Customer/Contractor must furnish and attach mast knob /P-knob. Customer/Contractor must screw P-knob/riser supports into something suitable (such as solid wood) to hold the weight of the service drop. PPL is not responsible for the security of P-knob point of attachment or damages to structure resulting from poor placement/attachment of the P-knob/riser supports.
6. **Underground Service Only:** riser pipe must be minimum size of 2" PVC for 200A, 3" PVC for class 320, and must extend 12" below grade; customer/contractor responsible for either forming pipe around any footers or ledges, or removal of such ledge. Meter base knockout must be out and riser pipe installed in one side or the other of the bottom of meter base, not the center knockout.
7. Meter base shall be located and attached on customer owned structure or customer provided/owned pole in one (1) of the following locations: 1.) If PPL facilities are in front of property; service shall be located on front or side towards facilities. 2.) If PPL facilities are in rear; service shall be located on rear or side towards facilities.
8. Service location on structure and height requirements shall be installed per latest NEC requirements.
9. Pendleton Power & Light reserves the right to refuse to connect any service until the listed conditions are satisfied.