

Checklist for residential electric service installation

- Complete and sign application form and new service data form.
- Complete (in black ink) the right-of-way easement form with complete legal description, parcel I.D. number and have your signature notarized. Faxes cannot be accepted by the register of deeds for recording.
- If a security light is desired, request a security light agreement form and complete.
- Return all completed forms to Polk-Burnett.
- Review proposed cable route staked with white flags by Polk-Burnett engineer. If you wish to meet with the engineer while staking, please request an appointment. Flags must not be moved without Polk-Burnett authorization.
- Construction fees must be paid before Polk-Burnett will schedule electric service construction. Polk-Burnett will notify you of fees due once we receive the above forms.
- Have your electric service with bypass meter socket wired to Polk-Burnett and code specifications. Additional charges apply to a second trip if not wired correctly.
- Complete and submit the Uniform Dwelling Code Electrical Inspection Certificate, which has been signed by the building inspector – if an inspection is required. If an inspection is not required, have the person doing the wiring complete and return an Affidavit by Electrical Contractor.
- Locate the septic system, underground cables, and any other private underground facilities owned by you on your property. Exposing any private facilities in the flagged path is recommended. Polk-Burnett is not responsible for any damage due to unmarked or incorrectly marked private facilities.
- Provide a clear, unobstructed path for Polk-Burnett's electric cables, and notify Polk-Burnett of stump or demolition burial areas on your property.
- The grade and landscaping of your property must be within four (4) inches of final grade.
- Notify Polk-Burnett at 800-421-0283 when all above requirements are fulfilled. Additional charges apply if Polk-Burnett is notified that the service is ready for connection and it is not ready when the crew arrives at the scene.