



Community Electric Cooperative

52 West Windsor Blvd.
Post Office Box 267
Windsor, Virginia 23487-0267

Document Submission:
engineering@comelec.coop

New Service Checklist

To ensure timely fulfillment of your new service request, please use the following guide to track the process and identify documents required from the member. We recommend recording the completion date for each step in the space provided.

1. _____ **Application**- Complete application for service. Register for smarthub account at www.comelec.smarthub.coop to receive your account number to pay office fees.
2. _____ **Office Fees**- \$5.00 Membership Fee & \$30.00 Non-refundable Service Connection Fee (as listed in Terms and Conditions of Service-Appendix B: Schedule F-Fees) to be paid on smarthub.
3. _____ **Work Order Created**- A work order has been created for your project and your job has reached the E&O Department. You may receive a phone call or email that the following documents are required:
 - a. _____ **Permit*** - Provide legible COPY of Electric Permit from locality. (or Farm Waiver)
 - b. _____ **Load Letter*** - Complete a CEC Load Letter for requested size of service, signed. *Meter Base can be issued and be installed once the Electric Permit & Load Letter are approved. (1-2 business days)
 - c. _____ **Plat / Site Plan** - Showing building **and** meter location.
 - d. _____ **Septic Drawing** - On file at health department, shows drain field and pipes.
4. _____ **Release of Meter Base** - Meter base may be released upon approval of the Electric Permit and Load Letter. (1-2 business days) If you have not received an email or call, please email us at engineering@comelec.coop .
5. _____ **Site Visit** - A site visit will be assigned to a staking engineer to discuss proposed facility locations once all documents have been received and a notification has been made to engineering@comelec.coop that the meter base has been mounted. If there is a question regarding where to mount the base, please let us know.
6. _____ **Easement**- May be required by the Cooperative if the service route crosses someone else's property.
7. _____ **Review & Sign Easement** - Review & Sign original; legal format, in presence of notary. (If applicable)
8. _____ **Review & Sign Contract** - Review & Sign original, two copies. (If applicable)
9. _____ **Review & Sign** - Review & Sign Underground Agreement in 2 places.
10. _____ **Inspection Release** - Apply for Electrical Inspection with locality or provide Community Electric Cooperative a COPY of the Farm Waiver.
11. _____ **Construction Fees** - All Construction fees must be paid before the work order is released to construction.
12. _____ **Released to Construction** - Crew Lead to make site visit to assure job is ready to be scheduled.
13. _____ **Construction** - Provide a clear pathway for proposed construction route; any private lines marked/exposed. Work is scheduled based on workload, weather, and site conditions. All Miss Utility Tickets require 3 days to clear.

****CEC requires a 15' Right-of-Way for all Primary & Secondary Undergrounds.**

****CEC requires a 30' Right-of-Way for all Overhead Primary & Secondary Construction; 15' on each side of the line.**

**We look forward to providing you with
exceptional, courteous, and reliable services at a competitive cost!**