

**Application for Electric Service Work**

Customer Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Person Requesting Change: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

- Forced Conversion – If this is a forced conversion from steam – there is NO CHARGE!
- Voluntary Conversion from Steam Heat (READ BOTTOM OF FORM FOR APPLICABLE CHARGES). A building permit from the City of Virginia is necessary before work commences if you are voluntarily disconnecting from steam (effective February 25, 2004.)
- Will Electric Heat become your main heat source?

New Service is defined as a new service connection where there hasn't been a service connection before. Adding an additional service connection is classified as a New Service. An Upgrade of Service is increasing the rating of an existing service on the same service connection.

**New Service (Fee Payable at time of Application):**

- New Service ≤100 Amps \$75.00      **OR**       New Service >100 Amps \$150.00

Plus a \$200.00 Deposit with balance to be billed and payable upon receipt:

- Overhead Fee – Billed at Actual Cost       Underground Fee – Billed at Actual Cost  
(Underground routing determined by Virginia Department of Public Utilities. Any concrete or blacktop removal and restoration will be invoiced above the cost per foot.)

**Total Amount due for New Service \$ \_\_\_\_\_**

**Upgrade of Service (Fee Payable at time of Application):**

- Upgrade of Service \$40.00      Trip Charge: \$20.00 per trip \_\_\_\_\_      **Total Amount due for Upgrade \$ \_\_\_\_\_**  
\_\_\_\_\_ Amp Service to \_\_\_\_\_ Amp Service

**Per the Minnesota Board of Electricity- "This Certificate must be signed and filed with the Electric Utility before service can be connected."**

Affidavit Attached:       Yes       No      Affidavit #: \_\_\_\_\_

Requested Time and Date \_\_\_\_\_  
This is not a guarantee that your service will be connected at this time. You will be contacted at the number listed above to set up an appointment.

*NOTE: We request at least a 24 hour notice (during regular work week) prior to request. Requests for same day service may or may not be able to be accommodated based on the existing work load.*

**Other Services :** The following service requires a \$200.00 Deposit with balance to be billed and payable upon receipt

- Relocation of Power Pole      Actual cost of installation (estimate will be furnished)

*NOTE: We request at least a two week notice (during regular work week) prior to requested date.*

Requested Time and Date \_\_\_\_\_  
This is not a guarantee that your service will be connected at this time. You will be contacted at the number listed above to set up an appointment.

**Billing Information for additional costs:**

- Bill Customer       Bill Other  
Name (please print) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

If you are converting from steam heat to electric heat **voluntarily (without Virginia Public Utilities Certified Letter)**, you are financially responsible for the costs associated with disconnection of steam service at the main (Approx. \$2,000) as outlined in the Voluntary Steam Abandonment Policy adopted by the Commission.

Having read and being familiar with the afore-mentioned application for electric service, including applicable fees associated with voluntary steam conversion to electric heat, the costs associated with the disconnection of the steam service, I hereby agree to fully comply with these fees adopted by the Virginia Public Utilities Commission. By signing below, you accept all charges for services provided by the Virginia Department of Public Utilities.

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

For department use only:

- Fee Received \$ \_\_\_\_\_       SWO # \_\_\_\_\_  
 Forced Conversion (No Charge for upgrade)       Voluntary Conversion (Charges for voluntary Conversion-Approx.\$2,000 applicable)