

GETTING POWER TO YOUR PROPERTY

With the recent material shortages, many customers are asking how they can 'reserve' a transformer. While you can't technically 'reserve' a transformer, you can improve your standing by ensuring your responsibilities throughout each step of the PUD's application process are fully completed along the way.

1. SUBMIT APPLICATION (NEW/ALTERED SERVICE)



To begin the process for a new/altered electrical connection, the customer must submit a *completed Application* and pay the *Application Fee*. See the full list of required information for the application to be considered "complete" on the back of this form.

2. WAIT FOR DESIGN & PROPOSAL



The electrical design is contingent on a complete application. Once the PUD completes the design, the customer will receive a proposal letter with line extension costs and other project related information and requirements.

3. SIGN PROPOSAL & PAY LINE EXTENSION COSTS



The Proposal Letter must be signed and agreed upon by the applicant (and property owner if not the same) and the Line Extension Cost and System Capacity Fee are paid in full.

4. MEET ALL PROPOSAL REQUIREMENTS



Before the Work Order can be released to the PUD's warehouse for material packaging (which commits the material from the PUD's stock to an upcoming project), all requirements of the proposal letter must be completed and submitted to the PUD.

5. OBTAIN & SUBMIT SIGNED EASEMENTS



Customer submits original easements that meet Mason County Auditor's Office requirements, signed by proper authority, and notarized. In the case of a business or corporation that owns the property, this must include the governing documents or an adopted resolution establishing that the person signing the easement is authorized by the entity to execute the document and proper signatories are identified.

6. ALL PERMITS APPLIED FOR AND RECEIVED



Customers must apply for and provide a Mason County or City of Shelton Building Permit as well as a Washington State Department of Labor & Industries (L&I) Electrical Permit.

The PUD will apply for all applicable right-of-way permits. The project cannot proceed until they are approved.

7. FILL OUT SERVICE APPLICATION FOR CREDIT



Customer fills out PUD's 'Application for Credit' and pays security deposit (if required). If the applicant is a business, a 'Commercial Application for Credit' and a 'Business Guarantee' is required.

8. SIGN & RETURN ALL REQUIRED AGREEMENTS



In some cases other agreements will be required, such as: Trenching Agreements; Tree-trimming and/or removal permit; Yard Light Forms; Service Removal Forms. These must be signed and returned before the Work Order is released.

9. WORK ORDER RELEASED TO WAREHOUSE



Once the proposal is signed and Line Extension payment made, and any necessary Stake & Paint occurs, the Work Order gets released to the warehouse for material packing. (see note about supply chain disruptions - below) At this point, your project changes hands from Engineering to Operations.

10. OPERATIONS POINT OF CONTACT



The PUD's Line Superintendents oversee crew scheduling and customer coordination. Any calls regarding scheduling will be forwarded to the Superintendent in charge of the project area.

11. FINAL STEPS BEFORE CONSTRUCTION AND/OR CONNECTION



Finally, before a job is scheduled for construction or connection :

- Material must be available and packed.
- Finaled and approved L&I Electrical Inspection (State OK) must be provided.
- Large truck access must be established along power route. If open trenches might impede truck access, coordination to pre-stage vaults, transformers, etc. must occur prior to trenching.
- Trenches for primary voltage conductors are open and ready for PUD 3 installation, with a customer-provided excavator and operator on-site to backfill where applicable. ↙ ↙ ↙ ↙ ↙
- Customer's underground service wire has been inspected and approved by L&I; the PUD-Provided FIBER OPTIC MICRODUCT/Conduit has been picked up and installed by customer; and the trench for secondary voltage conductors has been backfilled.
- Riser materials consistent with individualized specification provided are on-site for PUD 3 construction and connection, if applicable.

Please note: construction and connection do not always occur at the same time or by the same crew.

12. HOW JOBS ARE PRIORITIZED & SCHEDULED



The Superintendents maintain a list of projects waiting for crew construction and connection, which is prioritized based upon several factors:

1. Are all the materials available at PUD 3 for construction?
2. Has the customer received their finaled and approved L&I electrical permit?
3. Is the necessary dirt work completed by the customer?

As the Superintendents contact customers to schedule construction and connection, they will review project readiness. This may require a pre-construction site visit with a member of Operations.

If a customer's project is not ready for construction and connection, they may be placed at the bottom of the list and the next project will be evaluated for readiness to proceed.

Application Requirements

The minimum requirements for a 'COMPLETE' application:

- Parcel Number with a valid Site Address.** The site address is to establish the future billing relationship with the service location. A site address does not have to be provided with the initial application, but it will be required to generate a proposal letter.
- Property Legal Description** consistent with property listed on application.
- Construction Information:** Stick-built or manufactured home? Square footage?
- Electrical Panel Size**
- Electrical Load Information:** What is your heat source? For all electric heat, provide kW of all HVAC equipment. For heat pumps, what is your back-up heat source?
- Other Miscellaneous Electrical Loads:** EV Charging, Garage/ Shop Equipment, Hot Tub, etc. and their kW.
- Site Plan.** Location of home/building(s) on the parcel and where the electrical panel and proposed service entrance (meter location) will be, so that PUD 3 can determine distance from existing facilities.
- Access Road:** If the parcel is raw/forested land, there must be an access road available for engineering review and route mapping.
- List and Locate Obstacles** to work around on customer property: *Septic Systems, Drain Fields, Water Lines, Other Utilities.*

ALERT: Material Shortages and Supply Chain Disruptions

The COVID-19 pandemic has affected many industries in numerous ways, including a widespread shortage of supplies and materials for the utility and construction industries. Read more about PUD 3's Material Shortages and related Supply Chain Disruptions: www.pud3.org/supplychain. While all supplies have been impacted, **padmounted transformers** have been the commonly used item which has been the hardest to procure. All of PUD 3's materials for construction are available on a first-come, first-served basis, as project requirements are met by the customer. PUD 3 cannot "reserve a transformer" until the very last step of the application process is completed, and the project is ready for construction and connection.