



Sierra Electric Cooperative, Inc.

New Service Procedures

1. A "New Service Inquiry" form should be completed by the Applicant. A copy of Sierra Electric's applicable line extension policy should be provided as requested.
2. Upon completion of the form, the following steps will be taken:

2a) IF CONSTRUCTION ESTIMATE IS UNDER THE SIERRA ELECTRIC COOPERATIVE ALLOWABLE:

- Sierra Electric will notify the Applicant, and a membership application and an electric service agreement will be completed as required.
- The Applicant and/or Sierra Electric may work to obtain necessary easement documents. Easements can take as long as 120 days (state and federal land).
- The Applicant is responsible for hiring an electrician to complete all work on the Applicant's equipment. The electrician is responsible for submitting a State Wiring Permit to the Construction Industries Division, State of New Mexico. The permit may be mailed to the regional electrical inspector in Las Cruces.
- Sierra Electric will notify the Applicant regarding additional documentation as required.

2b) IF CONSTRUCTION ESTIMATE IS OVER THE SIERRA ELECTRIC COOPERATIVE ALLOWABLE:

- The Applicant will receive an estimate of construction charge. Estimates may take 10 to 20 days to complete.
- The Applicant and/or Sierra Electric may work to obtain necessary easement documents. Easements can take as long as 120 days (state and federal land).
- The Applicant is responsible for hiring an electrician to complete all work on the Applicant's equipment. The electrician is responsible for submitting a State Wiring Permit to the Construction Industries Division, State of New Mexico. The permit may be mailed to the regional electrical inspector in Las Cruces.
- Sierra Electric will notify the Applicant regarding additional documentation as required
- Applicant will make payment for required construction charges.

Sierra Electric Cooperative will schedule the work after all the following conditions have been met:

- a. The Applicant has paid the required charges for the construction.
- b. All agreements for electric service, membership applications and easements have been completed.
- c. **The N.M. State Electric permit has been approved and received from the State Electrical Inspector (approved permits are emailed to Sierra Electric upon completion of the State inspection). The receipt of this permit authorizes Sierra Electric to connect the service.**
- d. Sierra Electric's final job review shows there have been no changes in the original plan and final landscape grades are completed.



Sierra Electric Cooperative, Inc.

Consumer Inquiry Form for New Service, Service Upgrade, and Service Relocation

Notice: All consumer electrical construction and equipment shall be in accordance with NEC (National Electrical Code) and NESC (National Electrical Safety Code) standards and procedures.

TO BE COMPLETED BY CONSUMER

Date: _____ Taken by: _____

Name: _____ Phone: _____

Address: _____

Type of Inquiry: NEW

UPGRADE

OTHER

Interest in Property: Real Estate Agent Prospective Buyer

Developer or Builder Owner of Property

Remarks: _____

PROPERTY

ADDRESS _____

LEGAL DESC. _____

IMPROVEMENTS

EXISTING PLANNED

Well or commercial water hookup

Site constructed home

Mobile home or camper

Shop or Guest House

Welding Eqpt or Compressor

Refrigerated Air / Heat Pump Tonnage ()

Electric Stove

Dryer

Water Heater Conventional / Tankless KW Size ()

TO BE COMPLETED BY SEC

PRELIMINARY ESTIMATE OF REQUIREMENTS

Classification: Permanent Temporary Up & Down

Billing Deposit \$ _____ Previous or Current Member? _____ (Yes or No)

Connection Fee: \$ _____ If Yes, Membership #: _____ (Member #)

Tax: \$ _____ If No, Member App. Completed _____ (Date)

Total Required: \$ _____ New membership # _____

Net Metering Fee \$ _____

Special Provisions: _____

Note: Estimate is based on easements in the most direct route and does not include obtaining additional Federal, State, or County permits, environmental, archaeological, or related studies.

Estimate is valid for 30 days.

Written proposals may be prepared by the Cooperative for acceptance by the applicant when construction advances are required.

Applicant notified by: _____ Date _____

Is follow-up proposal required? Yes No