



# Application for Electrical Service ALTERATION

RETURN APPLICATION TO: City of Ellensburg - Electric Utility Engineering  
501 N. Anderson, Ellensburg, WA 98926 (or via email) [electric@ci.ellensburg.wa.us](mailto:electric@ci.ellensburg.wa.us) (509) 962-7124

PROJECT	
PROJECT ADDRESS:	
Is This A Overhead to Underground Service Conversion: <input type="radio"/> Yes <input type="radio"/> No	
Project Description:	

OFFICIAL USE ONLY:	
Staff Person:	
Date Applied:	
PERMIT #:	

OWNER INFORMATION		CONTRACTOR INFORMATION	
Owner:		General Contractor:	
Daytime Phone:		Daytime Phone:	
Billing Address (If different from project address):		Contractor Address:	
Email Address:		Contractor Email:	
Alternate Phone:		Electric Contractor:	
PROJECT POINT OF CONTACT		Daytime Phone:	
<input type="radio"/> Owner <input type="radio"/> General Contractor <input type="radio"/> Electrical Contractor		Contractor Address:	
		Contractor Email:	

LOAD INFORMATION									
Existing Panel Size:		Amps	New Panel Size:		Amps	New Total Load:		Amps	
Existing Sec Voltage:		Volts	Phase		Wire	Notes:			
New Sec Voltage:		Volts	Phase		Wire				
(If Service Is 400 AMPS or Greater, Complete Conductor Size, Type & Number of Runs Below)									
New Conductor Size:		New Conductor Type:	<input type="radio"/> Alum. <input type="radio"/> Copper		Number of Runs:				
<input checked="" type="checkbox"/>	<b>Electric Loads: (Check all that apply)</b>				<b>Load/Demand</b>		<b>LRA/Start Current<sup>[1]</sup></b>		
<input type="checkbox"/>	Furnace:	<input type="radio"/> Electric, or <input type="radio"/> Gas		Volt		kW			
<input type="checkbox"/>	Heat Pump/ Air Conditioner:			Volt		kW		Amps	
<input type="checkbox"/>	Mini-Split Heat Pump:			Volt		kW		Amps	
<input type="checkbox"/>	Water Heater:	<input type="radio"/> Electric, or <input type="radio"/> Gas		Volt		kW			
<input type="checkbox"/>	Cooking:	<input type="radio"/> Electric, or <input type="radio"/> Gas		Volt		kW			
<input type="checkbox"/>	Hot Tub/ Pool/ Sauna:	<input type="radio"/> Electric, or <input type="radio"/> Gas		Volt		kW			
<input type="checkbox"/>	Electric Car Charger Level <sup>[2]</sup>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3		Volt		kW			
<input type="checkbox"/>	Solar PV System (Note: Separate application required)			Volt		kW			
<input type="checkbox"/>	Large Motor Loads: (Items over 2 Horsepower (hp))			Volt		kW		Amps	
<input type="checkbox"/>	Other:			Volt		kW		Amps	

<sup>[1]</sup> Locked Rotor Amperage (LRA)/ Starting Current information can be found on the name plate of the unit or from the manufacturer.

<sup>[2]</sup> Electric Car Charger levels: Level 1- 120 Volt (up to 2 kW), Level 2- 240 Volt (up to 20 kW), Level 3- 480 Volt (greater than 20 kW).

(Continued on Back)

ON SERVICES >800 AMPS, (Prior to ordering any equipment and/or materials, the following must be submitted to the City Light Engineering Department for review and approval) A ONE-LINE DIAGRAM, SWITCHGEAR BILL OF MATERIAL, MAJOR EQUIPMENT LIST (HVAC, MOTORS, LIGHTING, ETC.) AND LOAD CALCULATION (NEC) ARE REQUIRED IN LIEU OF AN ENGINEERED SET OF ELECTRICAL DRAWINGS.

<b>SERVICE TYPE:</b>	<input type="radio"/> Overhead Service <input type="radio"/> Underground Service (Complete section below)
<b>UNDERGROUND TRENCHING REQUIREMENTS</b>	
<b>ON UNDERGROUND SERVICES: Dual meter packs &amp; Services &lt;400 Amps, the City supplies, owns and installs conduit, wire &amp; meter in customer provided trench.</b>	
<input type="checkbox"/>	I have read and understand that the <b>Owner or Authorized Agent</b> shall dig all trenching & prepare the site per Details EL-2, EL-7, EL-9 & EL-13. Notify the City two (2) days before the trench is dug to schedule an inspection and; then, after the trenching is complete, call the City for the required trench inspection.
<input type="checkbox"/>	I have read and understand that once the trenching passes City inspection, the City will install all conduit from the source to the meter-base riser on services <400 Amp.
<input type="checkbox"/>	I have read and understand that after the City has installed the conduit, the Owner or Authorized Agent shall take photos showing the <b>entire run of conduit</b> with 6" of sand over the conduit. (Several photos may be necessary to show the <b>entire length</b> of trench).
<input type="checkbox"/>	I have read and understand that, after the additional 6" of backfill is installed over the sand, the Owner or Authorized Agent, shall take another photo showing the <b>entire trench</b> with electric caution tape on the backfill. (Several photos may be necessary to show the <b>entire length</b> of trench).
<input type="checkbox"/>	I have read and understand that, if the excavator/developer fails to provide photos showing the required sand and caution tape, the City will not install cable, set the meter, or energize the service. If trenches are backfilled without receiving the required photos, the excavator/developer will be required to expose the sand and caution tape along the entire length of the service and provide the required photos.
Send the photos to our <a href="mailto:electrictrench@ci.ellensburg.wa.us">electrictrench@ci.ellensburg.wa.us</a> email <b>with the subject line "Trench Photos – (Site Address)"</b>	
<b>ON SERVICES 400-800 AMPS: The Owner or Authorized Agent shall have a "qualified-worker" install the conduit &amp; wire. Contact the WA State Department of Labor &amp; Industries for "qualified worker" requirements and all required inspections. The City installs the Meter.</b>	
<b>(Note: Only City Employees are authorized to enter City owned energized facilities)</b>	

<b>BILLING INFORMATION</b>		
<b>Send Installation Invoice To:</b>	<input type="radio"/> Owner <input type="radio"/> Electrical Contractor <input type="radio"/> General Contractor	
<b>Finance Department Customer #</b> (For monthly meter charge):		Contact the City Finance Dept. to obtain a Customer # if needed @ (509) 962-7201 or <a href="mailto:finance@ci.ellensburg.wa.us">finance@ci.ellensburg.wa.us</a>

<b>APPLICANT CERTIFICATION:</b>			
I certify that I am the <b>owner</b> of the property described above (or) the owner(s) <b>authorized agent</b> and I have been given express permission by the owner(s) of the property to submit this application for electrical service for the following described property.			
The undersigned, for good and valuable consideration, the receipt of which is hereby acknowledged, agrees to pay an installation charge to the City of Ellensburg Public Works and Utilities for work as designed and invoiced based on the customer's service application which must be paid in full before the service can be approved for connection, and does hereby grant unto the City of Ellensburg Public Works and Utilities Department, a municipal corporation and to its successors or assigns, the right to install and maintain an electrical distribution line, with the necessary appurtenances in connection therewith, on the following described property in the City of Ellensburg, Kittitas County, State of Washington, and more particularly described as follows:			
<b>Site Parcel Number:</b>		<b>Assigned Site Address:</b>	
<b>Signature of Applicant:</b> Owner (or) Authorized Agent		<b>Executed on this Date:</b>	
<b>Print Name:</b>			