



Application for Electrical Service COMMERCIAL

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

PROJECT	
PROJECT ADDRESS:	
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:	
☐ Owner ☐ General Contractor ☐ Electrical Contractor		Contractor Address:	
		Contractor Email:	

LOAD INFORMATION							
Building Use:							
Total Square Ft:		Sq/ft	Main Panel Size:		Amps	Notes:	
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:	☐ Alum.	☐ Copper	Number of Runs:		
NEW LOADS TO BE ADDED		Electrical Load in kW		Motors – hp & 1 or 3 phase			
☒	(Check all that apply)	1 PHASE	3 PHASE	HP	1 or 3 PHASE		
☐	Lighting:						
☐	Heating:						
☐	Cooling:						
☐	Water Heating:						
☐	Cooking:						
☐	Largest Motor:						
☐	Fire Pump:						
☐	Emergency Generator:						
☐	Car Charger: (Level _____)						
☐	Solar PV System: (Permit Req'd)						
☐	Misc: _____						
☐	Existing Load:						
☐	Total Connected Load:						
☐	Estimated Total Demand:						

(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.

SERVICE TYPE:	☐ Overhead Service ☐ Underground Service (Complete section below)
UNDERGROUND TRENCHING REQUIREMENTS	
ON UNDERGROUND SERVICES: Dual meter packs & Services <400 Amps, the City supplies, owns and installs conduit, wire & meter in customer provided trench.	
☐	I have read and understand that the Owner or Authorized Agent 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.
☐	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.
☐	I have read and understand that after the City has installed the conduit, the Owner or Authorized Agent shall take photos showing the entire run of conduit with 6" of sand over the conduit. (Several photos may be necessary to show the entire length of trench).
☐	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 entire trench with electric caution tape on the backfill. (Several photos may be necessary to show the entire length of trench).
☐	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 electrictrench@ci.ellensburg.wa.us email with the subject line "Trench Photos – (Site Address)"	
ON SERVICES 400-800 AMPS: The Owner or Authorized Agent shall have a "qualified-worker" install the conduit & wire. Contact the WA State Department of Labor & Industries for "qualified worker" requirements and all required inspections. The City installs the Meter. (Note: Only City Employees are authorized to enter City owned energized facilities)	

BILLING INFORMATION		
Send Installation Invoice To:	☐ Owner ☐ Electrical Contractor ☐ General Contractor	
Finance Department Customer # (For monthly meter charge):		Contact the City Finance Dept. to obtain a Customer # if needed @ (509) 962-7201 or finance@ci.ellensburg.wa.us

APPLICANT CERTIFICATION:			
I certify that I am the owner of the property described above (or) the owner(s) authorized agent 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:			
Site Parcel Number:		Assigned Site Address:	
Signature of Applicant: Owner (or) Authorized Agent		Executed on this Date:	
Print Name:			