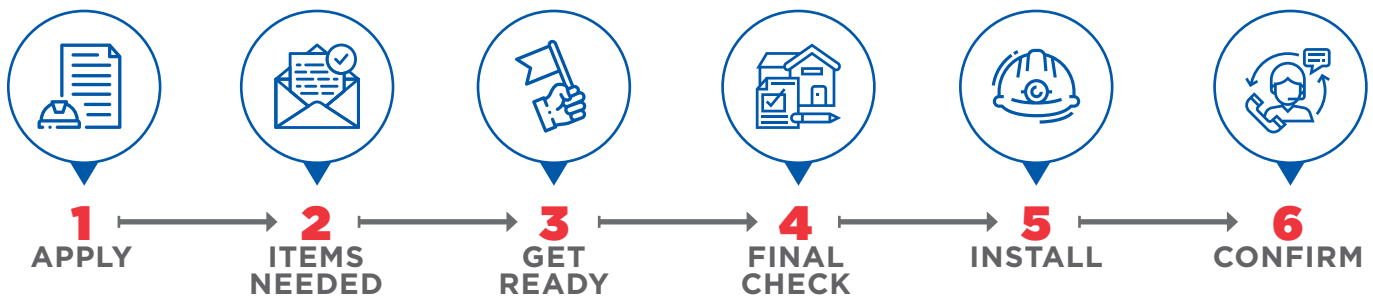




# NEW CONSTRUCTION Electric Service



► Great Lakes Energy (GLE) is committed to delivering hometown service. We're ready to make your new construction service installation as simple and efficient as possible.

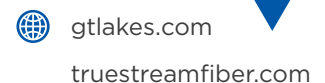
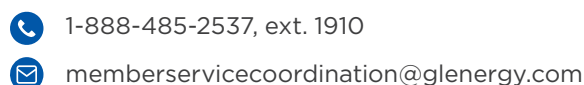
## YOUR NEW CONSTRUCTION TEAM

GLE offers a skilled team of service coordinators and design technicians committed to your success. Your calls and emails will be returned within two business days.

### Member Service Coordination

- 1-888-485-2537, ext. 1910
- [memberservicecoordination@glenergy.com](mailto:memberservicecoordination@glenergy.com)

**YOU'RE MORE THAN A CUSTOMER, YOU'RE A MEMBER.**



Updated January 2021

# Energy Installation Steps

## ▶ Before We Start:

Please stake all facilities. These include property lines, the four corners of the home, desired meter locations and underground member owned facilities.



### 1. APPLY

If applicable, our tech will contact you by phone to set a project site meeting. We'll discuss and confirm:

- ▶ Electric route and alternatives (if applicable) and service options.
- ▶ Design criteria, including; meter location(s); preferred and alternative line routes; and conduit options.

Any changes you make after this meeting may increase cost, extend completion time and require modifications to signed documents.



### 2. ITEMS NEEDED

Invoice payment (if applicable), recorded easement, permits, electrical inspection, tree work and any other job requirements are due to your project lead before construction is scheduled. We'll explain what's needed and when.



### 3. GET READY

GLE will contact MISS DIG to mark all underground public utilities. It is your responsibility to confirm site readiness and mark all of your own underground facilities, such as propane, irrigation, pet fences, etc.

#### Criteria are:

- ▶ Installed electric meterbase set according to county code.
- ▶ Approved county electrical inspection.
- ▶ A path at least 15 feet wide (underground) or 30 feet wide (overhead) to accommodate our construction service installation work.
- ▶ A site that is leveled or sloped with a clear path 15 feet wide and ready for top dressing or sod, with no additional dirt added or removed.
- ▶ All member owned underground facilities staked, marked or exposed.



### 4. FINAL CHECK

Confirm site is ready, all items above are complete and MISS DIG positive response if applicable.



### 5. INSTALL

We'll complete energy service installation according to the construction blueprint.



### 6. CONFIRMATION

We will contact you after the meter has been set and energized.



## Things to Know About Our Work

- ▶ We may dedicate separate crews to complete installation depending on project size and complexity.
- ▶ Site readiness and adverse weather may delay installation.
- ▶ We'll use large trucks and heavy equipment, so please use caution near the construction area.
- ▶ When trenching, we'll backfill dirt in the trench without leveling.
- ▶ Final restoration is your responsibility.



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Updated January 2021



WO Number:

# ELECTRICAL SERVICE Application

Thank you for contacting GLE with your request for electrical service. Please complete this Electrical Service Application and return it to GLE as soon as possible.

Upon receiving the completed application a member service coordinator will contact you to establish your electric account and start your work order.

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Return completed form to Great Lakes Energy,  
1323 Boyne Avenue, Boyne City, MI 49712  
or scan and email to  
memberservicecoordination@gleenergy.com.

**A \$75.00 non-refundable application fee is required. Please submit a check or discuss payment options with our office.**

## ACCOUNT INFORMATION

☐ New Member ☐ Current Member ☐ Prior Member Preferred Contact Method: ☐ Primary Phone ☐ Email  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## TYPE OF SERVICE (Check all that apply)

☐ New Service ☐ Residence ☐ Upgrade/Relocation ☐ Temporary Service ☐ Other Structure ☐ RV Service ☐ Outdoor Light

## SERVICE INFORMATION

**SERVICE LOCATION** New Service Address: \_\_\_\_\_  
Nearest Electric Pole #: \_\_\_\_\_ Nearest Neighbor (name, if known): \_\_\_\_\_

**Most new services require an easement for GLE to install and maintain our equipment on your property. Please list all names on deed, and all spouses whether or not they appear on the deed, here:** \_\_\_\_\_

Do you currently own the property? ☐ Yes ☐ No

Builder/Elec. Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Service Size:</b> <input type="checkbox"/> 200 amps <input type="checkbox"/> 400 amps <input type="checkbox"/> Other: _____ amps	<b>Type:</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground
<b>Single Phase:</b> <input type="checkbox"/> 120/240 (Standard Residential Service) <input type="checkbox"/> 240/480	<b>Building Total Sq Ft:</b> _____
<b>Three Phase:</b> <input type="checkbox"/> 120/208 <input type="checkbox"/> 277/480 <input type="checkbox"/> Other: _____	<b>Conditioned Sq Ft:</b> _____
	<b>Well &amp; Septic:</b> <input type="checkbox"/> Installed <input type="checkbox"/> Not Installed

## ELECTRICAL LOAD (do not apply demand factors)

Lighting Circuits _____ kW	Water Heater _____ kW
Small Appliances _____ kW	<input type="checkbox"/> Tank <input type="checkbox"/> On-Demand
Washer/Dryer _____ kW	EV Charging _____ kW
Range/Oven _____ kW	Other _____ kW
Hot Tub/Sauna _____ kW	<b>Total:</b> _____ kW

## HEATING AND COOLING LOAD

**Type of Heating:** ☐ Electric ☐ Heat Pump ☐ Nat. Gas/Propane  
Electric Heat (Include Backup, Baseboard, and Furnace) \_\_\_\_\_ kW

	Air Conditioner	Heat Pump
Largest Unit	_____ tons	_____ tons
Total Units	_____ tons	_____ tons

## HEATING AND COOLING LOAD

_____	kW
_____	kW
_____	kW

## MOTOR LOADS (Excluding Heating & AC)

Description	HP	Phs	Soft Start/VFD?
_____	_____	1ph/3ph	_____
_____	_____	1ph/3ph	_____



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Updated April 2021

## CONT'D. ELECTRICAL SERVICE APPLICATION

WO Number: \_\_\_\_\_

### SITE DRAWING AND MEMBER RESPONSIBILITIES

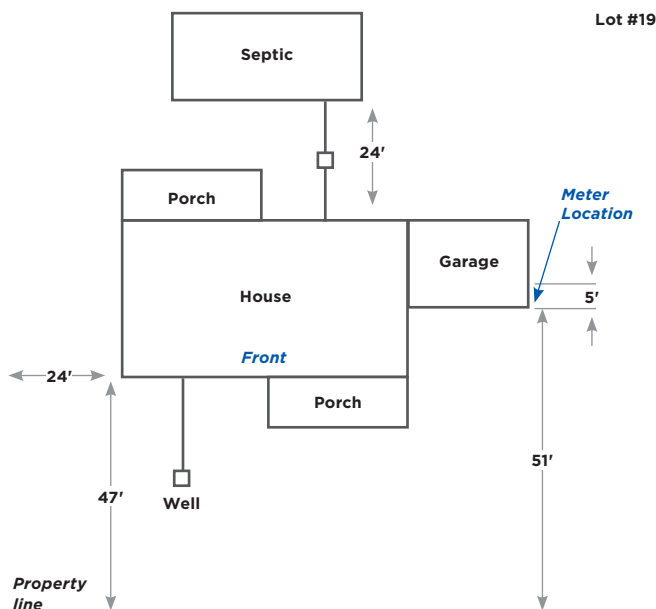
1. Sketch property/building site.
2. Indicate the desired location for your meter.
  - ▶ Try to place it on the side nearest the GLE electrical pole. Be aware that GLE may require that the meter be placed in an alternate location.
3. If there is no building on the property, please stake the 4 corners of the proposed building.
4. Check off any of the following underground facilities you may have and **clearly mark or flag them on your site**.
  - ☐ Routes of buried water and propane gas lines
  - ☐ Buried electric lines to personal buildings
  - ☐ Septic tanks and drain fields
  - ☐ Survey markers and satellite/antenna wires
  - ☐ Well location

- ▶ For underground service, GLE requires a 15 foot wide path route that is free from dirt piles, debris, and construction material.
- ▶ The rough grade of the site must be within 6-inches of the finish grade.
- ▶ Member is responsible for final site restoration

**By signing this document, I agree and understand this list of responsibilities.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### EXAMPLE OF SITE DRAWING



**Street Address:** 13810 E Main Street

#### MEMBER SITE DRAWING

**Street Address:** \_\_\_\_\_

**GLE will not be liable for damages resulting from applicant's failure to mark out locations or from incorrect marking.**

**CONT'D. ELECTRICAL SERVICE APPLICATION**

Account Number: \_\_\_\_\_

WO Number: \_\_\_\_\_

**ADDITIONAL PRODUCTS & SERVICES**

Please check all that apply to receive more information. All programs subject to eligibility, change, and cancellation.

☐ **THE PEOPLE FUND**

Yes! I want to enroll my account(s) in the People Fund to help charitable organizations in my community by having my bill rounded to the nearest dollar each month.

☐ **ENERGY EFFICIENCY**

Energy optimization programs and rebates to save money. Rebates for high-efficiency heating and cooling equipment, heat pump water heaters, appliances, lighting, TVs and more. More information is accessible at [michigan-energy.org](http://michigan-energy.org).

☐ **TRUESTREAM INTERNET AND VOICE SERVICES**

Residential and business packages are available. Register at [jointruestream.com](http://jointruestream.com).

☐ **GENERATORS**

Receiving information on generator installation and safety.

☐ **ELECTRIC VEHICLES**

Rebates for electric vehicles and smart charger installations.

☐ **EFFICIENT ELECTRIC HEAT**

Install a qualifying high efficiency electric air-source or ground-source (geothermal) heat pump and receive a rebate and an electric rate discount of 3 cents per kWh. Additional Energy Optimization rebates, up to \$450, for qualified systems.

☐ **AUTOMATIC BILL PAYMENT**

Save checks, stamps and time when your bill is automatically deducted from your checking or savings account

☐ **OTHER:** \_\_\_\_\_

Once your new service is complete, visit us at [gtlakes.com](http://gtlakes.com) to access your account Online.

- ▶ View and pay your electric bill
- ▶ Sign-up for paperless billing
- ▶ Track your electricity use
- ▶ Set-up or modify AutoPay
- ▶ Update your personal information
- ▶ Report a power outage

Applicant's Name *(print)*: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_



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Updated January 2021