

# NEW CONSTRUCTION Residential 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.

► **Office hours are 7:30 a.m. - 4 p.m. Monday through Friday. Contact information is listed below.**

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



Power. Purpose. You.



1-888-485-2537, ext. 1910



memberservicecoordination@glenergy.com



gtlakes.com

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Updated November 2022

# ENERGY INSTALLATION

## Important Things to Know

**\*Keep this page for reference.**

### ► Before We Start:

**Please stake all facilities.** These include:

- ▶ Property lines
- ▶ The four corners of the home and other proposed buildings
- ▶ Desired meter location(s)
- ▶ Underground member-owned facilities (well, septic, propane lines, sprinklers, dog fence, etc.)



### Things to Know About Our Work

- ▶ We may dedicate separate crews to complete installation depending on project size and complexity.
- ▶ Site readiness, supply chain delays, seasonal demands, 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.



## 1. APPLYING

- ▶ A \$75 non-refundable application fee is required. Please submit a check or discuss payment options with our office.
- ▶ This step may take 4-8 weeks depending on our waiting list and seasonal demands. Jobs are typically performed on a first come, first serve basis.
- ▶ GLE will contact you with any questions or follow up.



## 2. DESIGN

- ▶ Failure to mark the desired location of service will result in job delays and/or additional charges.
- ▶ Stake all facilities listed above.
- ▶ Upon request, a field design technician will meet with you on-site to discuss options.
- ▶ Next, GLE will perform a site visit and design the most economical route for electric service installation, place flags marking the proposed route, and determine a cost estimate.  
**Major changes to this design may result in job delays and extra fees.**



## 3. PRE-CONSTRUCTION

- ▶ GLE will contact MISS DIG to mark all underground public utilities such as electric, gas, phone, etc.
- ▶ GLE will supply easement forms, but member is responsible for gathering signatures for surrounding parcels as required for the installation.
- ▶ GLE may require some tree clearing be performed by GLE contractors for safety.
- ▶ GLE is not responsible for damages to any unmarked facilities.



## 4. CONSTRUCTION/INSTALLATION

- ▶ Installation typically takes up to 15 business days after step 3 is completed. Outages or weather may increase this time.
- ▶ GLE construction crews will come to the site and install facilities as designed and leave the site ready for final restoration by the member.



## 5. CONFIRMATION

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



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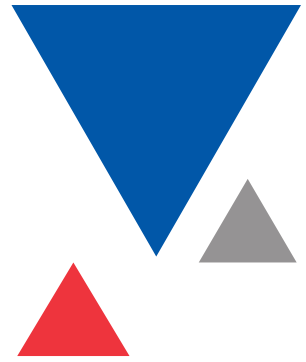
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# ENERGY INSTALLATION Member Checklist

**\*Keep this page for reference.**

Place this checklist side by side with the "Important Things To Know" page to ensure you have all the information you need.



## 1. APPLY

- ☐ Complete application for service.
- ☐ Include load information.
- ☐ Indicate service size and overhead/underground preference.
- ☐ Draw a site map.
- ☐ Review information and sign form.
- ☐ Submit application online or to any GLE office with \$75 application fee.



## 2. DESIGN

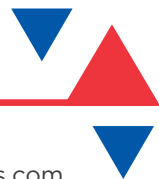
- ☐ Mark your proposed meter location.
- ☐ **Please stake all facilities.** These Include:
  - ▶ Property lines
  - ▶ The four corners of the home and other proposed buildings
  - ▶ Underground member-owned facilities (well, septic, water lines, propane lines, sprinklers, dog fence, etc)

- ▶ **After this GLE construction crews will come to the site and install the facilities as designed and leave the site ready for final restoration by the member. We will contact you after the meter has been set and energized.**



## 3. PRE-CONSTRUCTION

- ☐ Pay the invoice provided. Invoices are valid for 45 days.
- ☐ Sign and record required easements.
- ☐ Have meter base installed and inspected by the county electrical inspector. This includes agricultural installations.
- ☐ Provide a path 15 foot wide (underground) or 30 foot wide (overhead) to accommodate installation work.
- ☐ Site has been leveled or sloped with a clear path 15 feet wide and ready for top dressing or sod, with no additional dirt added or removed.
- ☐ Make sure all stakes for member-owned facilities (listed above) have good stakes/markings or are exposed.
- ☐ Notify GLE when all the above have been completed.





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

# RESIDENTIAL 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@glenergy.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   ☐ Relocate Service   ☐ Temporary to Permanent   ☐ Upgrade Service   ☐ 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: \_\_\_\_\_

**NOTE: Failure to complete load information will result in a returned form and job delay.**

**Service Size:** ☐ 200 amps   ☐ 400 amps\*   ☐ Other: \_\_\_\_\_ amps  
 \*400 amp service requests will require a load schedule completed by a licensed electrician.

**Type:** ☐ Overhead   ☐ Underground

**Single Phase:** ☐ 120/240 Volts   ☐ 240/480 Volts  
 (Typical Residential Service)

**Building Total Sq Ft:** \_\_\_\_\_

**Conditioned Sq Ft:** \_\_\_\_\_

**Three Phase:** Please complete a commercial application for three phase service.

**Well & Septic:** ☐ Installed   ☐ Not Installed

### ELECTRICAL LOAD (do not apply demand factors)

#### Washer/Dryer

☐ Gas   ☐ Electric

#### Range/Oven

☐ Gas   ☐ Electric

#### EV Charging

☐ Lvl. 1   ☐ Lvl. 2

#### Water Heater

☐ Electric   ☐ Gas

☐ Tank   ☐ On-Demand\*

If On-Demand and Electric,  
what is kW? \_\_\_\_\_ 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

### OTHER LARGE LOADS (Hot tub, Sauna, etc.)

_____	kW
_____	kW
_____	kW

### MOTOR LOADS (Excluding Heating & AC)

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



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**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 efficiency programs and rebates help save money. Rebates for appliances, battery back-up systems, and more can be found at [gtlakes.com](http://gtlakes.com).

☐ **TRUESTREAM INTERNET AND VOICE SERVICES**

Residential and business packages are available. Please check here if you are interested, and a representative will contact you.

☐ **GENERATORS**

Receiving information on generator installation and safety.

☐ **ELECTRIC VEHICLES**

Rebates for electric vehicles and smart charger installations.

☐ **EFFICIENT HVAC**

Install a qualifying high efficiency electric/heat pump water heater, electric air-source or ground-source (geothermal) heat pump and receive a rebate. Possible efficient electric heat rate discounts may apply.

☐ **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

**YOU CAN ALSO DOWNLOAD OUR APP FOR ACCOUNT ACCESS. SEARCH FOR "GLE" IN THE APP STORE.**

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

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



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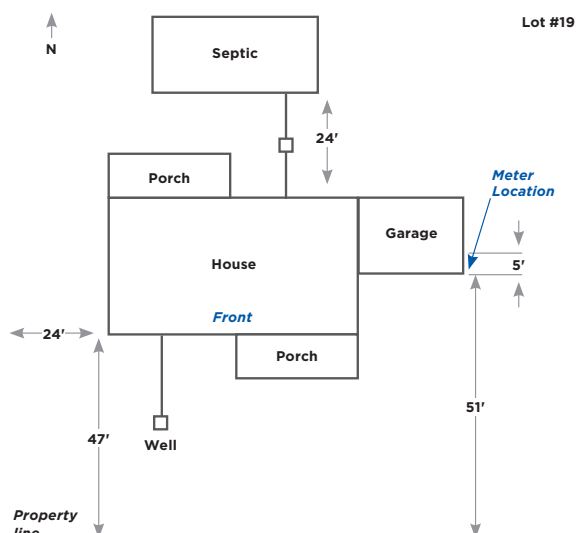
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## CONT'D. ELECTRICAL SERVICE APPLICATION

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

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

### EXAMPLE OF SITE DRAWING



**Street Address:** 13810 E Main Street

### MEMBER SITE DRAWING

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

### MEMBER DRIVING INSTRUCTIONS:

### 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. *Failure to complete responsibilities may result in delay.***

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