



NEW CONSTRUCTION Commercial Electric Service



**GREAT LAKES
ENERGY**



► 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.



☎ 1-888-485-2537, ext. 1910
✉ memberservicecoordination@glenergy.com

🌐 gtlakes.com
truestreamfiber.com

Updated July 2025

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 business and other proposed buildings
- ▶ Desired meter location(s)
- ▶ Underground member-owned facilities (well, septic, propane lines, sprinklers, 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. The job will not proceed to the next step in the process until this fee is received. Please submit a check or discuss payment options with our office.
- ▶ 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.**
- ▶ This step may take 2-6 weeks depending on our waiting list and seasonal demands. Jobs are typically performed on a first come, first serve basis.



3. PRE-CONSTRUCTION

- ▶ 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.
- ▶ GLE will contact MISS DIG to mark all underground public utilities such as electric, gas, phone, etc.



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.



Power. Purpose. You.



1-888-485-2537, ext. 1910



memberservicecoordination@glenergy.com



gtlakes.com

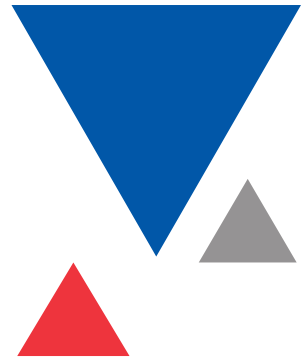
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ENERGY INSTALLATION Member Checklist

***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 electric 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 business and other proposed buildings
 - ▶ Underground member-owned facilities (well, septic, water lines, propane lines, sprinklers, etc)



3. PRE-CONSTRUCTION

- ☐ Pay the invoice provided. Invoices are valid for 45 days.
- ☐ Sign and record required easements.*
- ☐ Have readily accessible meter base and disconnect installed and inspected by the county electrical inspector. GLE requires inspection on all installations without exception.
- ☐ Provide a path 15 foot wide (underground), 30 foot wide (overhead single-phase), or 40 foot wide (overhead three-phase) to accommodate installation work.
- ☐ Site has been leveled or sloped, path is clear of all obstructions, and is 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.

***The purpose of this easement is to grant the Cooperative, its subsidiaries and affiliates, and its assigns a perpetual easement with full power and authority of unobstructed access, ingress and egress to construct, operate, and maintain electrical transmission and/or distribution facilities, communication facilities or systems on or under the said easement area, to install, maintain, repair, replace or remove any of the facilities, and to read meters, and remove or trim brush or trees, or to control its growth when necessary within 15 feet of the center line of the said line or system for single-phase facilities, within 20 feet of the center line of the said line or system for three-phase facilities, to keep said easement area clear of all buildings, structures and other obstructions.**

As outlined for electric services in the GLE Rate Book, an easement is required to install and maintain electric facilities on your property. If a valid easement is not on file, work will not proceed.

- ▶ 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.





WO Number: _____

COMMERCIAL 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/Prior Member ☐ Truestream Subscriber | Interested in Truestream? ☐ Yes ☐ No
Primary Phone: _____ Email Address: _____
Mobile Phone: _____ Preferred Contact Method: _____

TYPE OF SERVICE (Check all that apply)

☐ New Service ☐ Upgrade Service ☐ Relocate Service ☐ Temporary Service ☐ Commercial Indoor Cultivation (Separate load schedule sheet required) ☐ Other Structure ☐ Outdoor Light

SERVICE INFORMATION

SERVICE LOCATION New Service Address: _____
Nearest Electric Pole #: _____ Nearest Neighbor (name, if known): _____
Do you currently own the property? ☐ Yes ☐ No
Builder/Elec. Contractor Name: _____ Phone: _____

SERVICE VOLTAGE

☐ 1 phase, 3 wire, 120/240 ☐ 3 phase, 4 wire, Wye, 120/208 ☐ 3 phase, 4 wire, Wye, 277/480 ☐ Other (must be approved)

SERVICE SIZE

☐ 200 Amp ☐ 400 Amp
☐ 600 Amp ☐ Other _____

SERVICE CONDUCTOR (Member-provided for service over 400 Amp)

Phase Cond. - _____ runs of _____ (size) Al \ Cu wire
Neutral Cond. - _____ runs of _____ (size) Al \ Cu wire

NOTE: Submit load schedule from licensed electrician, engineer, or architect. If unavailable, complete the section below. Failure to provide load information will result in a returned form and job delay.

ELECTRIC LOAD (No Motors)

Lighting _____ kW Dryer _____ kW
Electric Cooking _____ kW Computers _____ kW
Water Heater _____ kW Receptacles _____ kW
Refrigeration _____ kW Other _____ kW
Emg. Strip Heat _____ kW Future _____ kW
Electric Heat _____ kW
Total _____ kW
A/C _____ tons

ELECTRIC MOTOR LOAD (Except A/C)

Description	Number of motors	HP	Voltage	VFD/Soft Start? Y/N

ADDITIONAL NOTES

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. More information is accessible at gtlakes.com.

☐ **TRUESTREAM INTERNET AND VOICE SERVICES**

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

☐ **GENERATORS**

Receiving information on generator installation and safety.

☐ **AUTOMATIC BILL PAYMENT**

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

☐ **OTHER:** _____

For all governmental agencies, trusts, powers of attorney, or other applicant acting as representative for the member to be served, please complete the below information:

I _____, acting as a _____ of _____
(name) (position)
 _____ designate _____ to vote, sign
(name of business or governmental agency) (name)
 petitions and otherwise represent the interests of _____ as a
(name of business or governmental agency)
 member of Great Lakes Energy Cooperative.

Date: _____

The above petition does not apply to a grant of easement. Easements must be signed by all property owners as they appear on the most recent deed of record.

Once your new service is complete, visit us at 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.



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 field, or sewage system
 - ☐ Survey markers and satellite/antenna wires
 - ☐ Well location

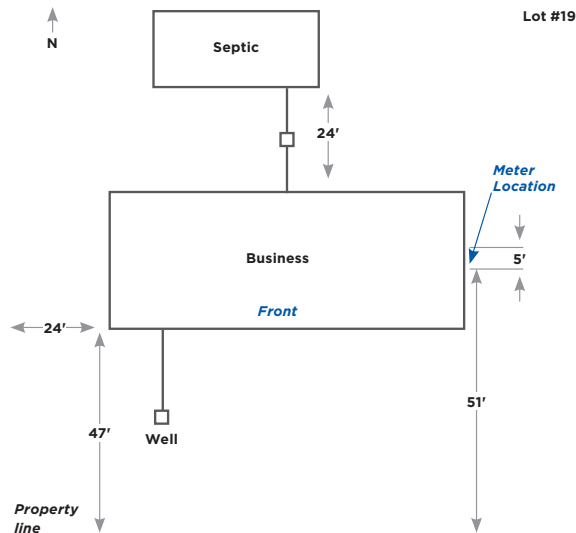
- ▶ For underground service, GLE requires a 15 foot wide path route that is free from dirt piles, debris, and construction material.
- ▶ The rough grade of the site must be within 6-inches of the finish grade.
- ▶ Member is responsible for final site restoration.

By signing this document, I agree and understand this list of responsibilities. *Failure to complete responsibilities may result in delay.*

Applicant's Signature: _____ **Date:** _____

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

EXAMPLE OF SITE DRAWING



Street Address: 13810 E Main Street

MEMBER SITE DRAWING (REQUIRED)

Street Address: _____

MEMBER DRIVING INSTRUCTIONS:
