



## 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@gleenergy.com](mailto:memberservicecoordination@gleenergy.com)



[gtlakes.com](http://gtlakes.com)

[truestreamfiber.com](http://truestreamfiber.com)

# 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.)
- ▶ Coordinate with neighboring parcel owners, as needed.



### 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 \$150 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 STEPS

- ▶ Failure to mark the desired location of service will result in job delays and/or additional charges.
- 1. Property owner must stake all facilities listed above in the *Before We Start* section.
- 2. 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. Upon request, you can be on-site to discuss options.
  - ▶ 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.
  - ▶ Your application fee includes one site visit. A \$150 trip charge will be billed for all subsequent visits if they are due to member requests/design changes.



### 3. PRE-CONSTRUCTION STEPS

- ▶ GLE will supply easement and other forms, but member is responsible for gathering signed easements for surrounding parcels as required for the installation, as well as other supporting documents.
- ▶ GLE may require some tree clearing be performed by GLE contractors for safety.
- ▶ GLE is not responsible for damages to any unmarked facilities. (See *Before We Start* list above.)
- ▶ 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.



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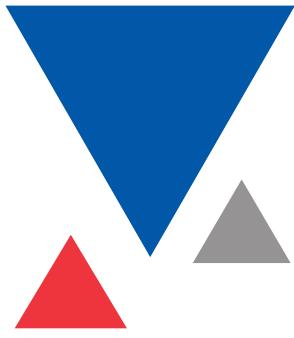
Updated October 2025

# 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.
- Draw a site map.
- Review information and sign form.
- Submit application online or to any GLE office with \$150 application fee. This fee includes one site visit for staking. Additional visits requested by the member will incur a trip charge of \$150.



### 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.)



### 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 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.

\* 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. If the power installation crosses neighboring parcels it will be your responsibility to acquire any required documents, including but not limited to an easement. Accurately marking all privately-owned facilities to identify any potential hazards is required on all parcels impacted by the installation.

Members are required to maintain clearance from GLE facilities as a condition of service. All buildings, structures, and other obstructions are subject to the following setbacks: **1.** 15' on either side of the center line for overhead single phase, **2.** 20' on either side of the center line for overhead three-phase, and **3.** 7.5' on either side of the center line for underground.

Rules and regulations related to construction are available online in the GLE Rate Book at [gtlakes.com/account-information/](http://gtlakes.com/account-information/). Visit Section III - Construction Policy to see the full list of terms and conditions that each member must adhere to.

- ▶ After these steps are completed, our 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. **Please note, outages and weather may cause delays.**



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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 pages 1-3 to GLE  
1323 Boyne Avenue, Boyne City, MI 49712  
or scan and email to  
memberservicecoordination@glenenergy.com.

**A \$150.00 non-refundable application fee is required. Please submit a check or discuss payment options with our office.**

## ACCOUNT INFORMATION

New Member  Current/Prior Member  Trustream Subscriber | Interested in Trustream?  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/City/Zip: \_\_\_\_\_

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	<b>Total</b>	_____ kW
		<b>A/C</b>	_____ tons

## ELECTRIC MOTOR LOAD (Except A/C)

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

## ADDITIONAL NOTES



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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 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. You will be automatically enrolled in paperless billing.

**PAPERLESS BILLING**

Save paper and stamps by enrolling in paperless billing. A \$1 monthly charge applies for mailed statements or reprints. Email address is required on page 1.

**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 \_\_\_\_\_ designate \_\_\_\_\_ to vote, sign petitions and otherwise represent the interests of \_\_\_\_\_ as a member of Great Lakes Energy Cooperative.

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

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 Auto Pay
- ▶ 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, including well and septic.
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

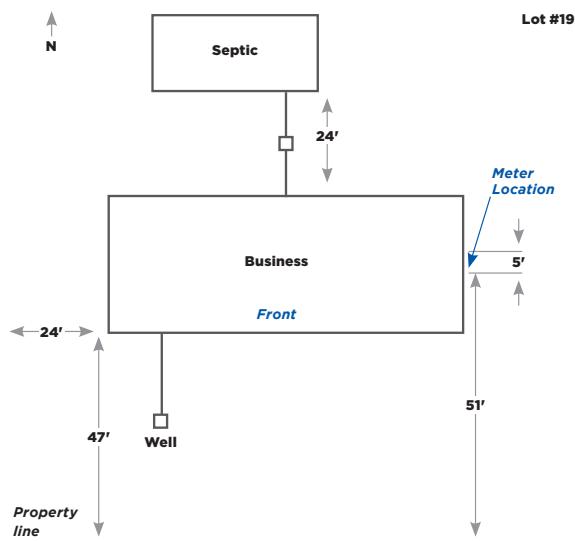
- For underground service, GLE requires a 15 foot wide path route that is free from dirt piles, debris, and construction material.
- The rough grade of the site must be within 6-inches of the finish grade.
- Member is responsible for final site restoration.

**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:



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