



Residential electric and natural gas service application form

Submit your application and property site sketch/liability waiver form to:

Email: newserviceinstallation@wisconsinpublicservice.com Fax: 866-430-6021

Mail: Wisconsin Public Service, New Service Installation, PO Box 19001, Green Bay, WI 54307-9001

Questions: Call 800-242-9772 or email newserviceinstallation@wisconsinpublicservice.com

TYPE OF SERVICE REQUESTED (check all that apply)

- New service Upgrade Relocate
 Electric Natural gas Temporary electric

TODAY'S DATE

SITE INFORMATION

Address/fire number: _____ Street: _____

City/village/town: _____ State: _____ ZIP: _____

County: _____ Nearest intersection: _____

Subdivision name: _____ Lot #: _____ Tax Parcel ID #: _____

- Municipal water Private well (Check one)
 Municipal sewer Private septic/holding tank (Check one)

Building setback distance from property line: _____ feet from edge of road: _____ feet

- Current construction stage: Not started Excavated Foundation Backfilled Capped
 Framed Fully enclosed Finishing

STRUCTURE INFORMATION

Construction type: Single family Duplex Modular Mobile Other: _____

Building square footage: _____ Building usage: Year-round use Seasonal use

CUSTOMER/HOMEOWNER INFORMATION

Legal name: _____

Email address: _____

Social Security #: _____

Driver's license #: _____

Mailing address: _____

Primary phone: (_____) _____

City: _____ State: _____ ZIP: _____

Other phone: (_____) _____

Current address: _____

Same as mailing address (current address cannot be a P.O. Box)

City: _____ State: _____ ZIP: _____

Preferred contact method: Phone Email

Co-applicant name: _____

Social security #: _____

BUILDER/CONTRACTOR INFORMATION

Legal business name: _____
(or sole proprietor name)

Company phone: (_____) _____

Contact name: _____

Contact phone: (_____) _____

Mailing address: _____

Fax: (_____) _____

City: _____ State: _____ ZIP: _____

Email address: _____

Federal tax ID or SSN: _____

Preferred contact method: Phone Email

RESPONSIBLE PARTY INFORMATION (select one for each statement)

- | | | |
|---|---|---|
| Primary contact person: | <input type="checkbox"/> Customer/homeowner | <input type="checkbox"/> Builder/general contractor |
| Who is responsible for installation charges? | <input type="checkbox"/> Customer/homeowner | <input type="checkbox"/> Builder/general contractor |
| Who is responsible for metered energy usage? | <input type="checkbox"/> Customer/homeowner | <input type="checkbox"/> Builder/general contractor |
| Who is responsible for temporary meter charges? | <input type="checkbox"/> None <input type="checkbox"/> Customer | <input type="checkbox"/> Builder/general contractor |

Please discuss this application with your builder and/or contractors. Incomplete forms and/or inaccuracies could cause delays.

NATURAL GAS REQUIREMENTS (complete this section only if natural gas will be supplied by WPS)

Gas meter pressure: Standard – 7" water column Elevated – 2 lbs per square inch (psi)*

* Note – 2 lbs delivery pressure requires customer to install over-pressure protection for customer appliances.

Natural gas meter location: _____ BTU load: _____ (BTU load required for homes greater than 2,000 sq ft)

Natural gas equipment: (Check all that apply)

Equipment	Qty.	Total BTUs	Equipment	Qty.	Total BTUs
<input type="checkbox"/> Furnace/boiler			<input type="checkbox"/> Water heater		
<input type="checkbox"/> Tankless/on-demand water heater			<input type="checkbox"/> Dryer		
<input type="checkbox"/> Range			<input type="checkbox"/> Generator		
<input type="checkbox"/> Pool/hot tub heater			<input type="checkbox"/> Fireplace		
<input type="checkbox"/> Other (i.e., natural gas grill)			<input type="checkbox"/> Other		

Was home built before 12/1/1978? Yes* No

* WPS will contact you to complete a structural compliance review.

Heating contractor information

Company name: _____ Company phone: (____) _____ Email: _____

Contact name: _____ Contact phone: (____) _____

ELECTRIC SERVICE REQUIREMENTS (complete this section if electricity will be supplied by WPS)

Type: Overhead Underground _____ Voltage: 1 phase - 120/240 Other _____

Size: 100 amps 200 amps 320 amps 400 amps Other: _____

Electric meter location: _____ Current entrance size (upgrades only) _____

Electric equipment: (Check all that apply)

<input type="checkbox"/> Central air conditioner	Qty.	Tons	<input type="checkbox"/> Equipment with 3 HP or larger motor (i.e., large woodshop)		
<input type="checkbox"/> Tankless/on-demand water heater	Qty.	Largest rated kW	<input type="checkbox"/> Pool/hot tub heater	Qty.	Largest rated kW
<input type="checkbox"/> Supplemental/auxiliary/baseboard heat		kW	<input type="checkbox"/> Welder	Volts	Amps
<input type="checkbox"/> Geothermal/heat pump			<input type="checkbox"/> Electric vehicle charger	<input type="checkbox"/> 20 volt	<input type="checkbox"/> 240 volt
<input type="checkbox"/> Co-generation (solar)			<input type="checkbox"/> Other (i.e., elevator)		

Electrical contractor information

Company name: _____ Company phone: (____) _____ Email: _____

Contact name: _____ Contact phone: (____) _____

Temporary service size _____ (amps/voltage) Overhead Underground Location: _____

Date temporary electric will be ready for service : _____ Complete Not applicable

ENVIRONMENTAL INFORMATION FOR SITE

Does your site have any wetlands, waterways or groundwaters; threatened or endangered species; cultural or historical resources; or hazardous spills or materials? Yes No

If yes, please explain: _____

Note: If any of the above are discovered during construction, crew activity will stop and we will notify you of subsequent action. This may result in construction delays and costs.

CUSTOMER SERVICE READY INFORMATION

Date property will be staked: _____ Complete Not applicable

Date building will be staked: _____ Complete Not applicable

Date site will be excavated: _____ Complete Not applicable

The ready for service date is determined when all the following requirements are complete by customer:

- A completed site sketch and liability waiver has been received by WPS*
- Foundation is backfilled at meter locations and site is within 6" of final grade*
- Installation route is clear of brush, trees, lumber, dumpsters, equipment and any other obstructions
- Electric meter base is permanently installed
- Easements are signed and received by WPS (when required)
- Construction charges over \$20 are paid in full and received by WPS

* Not required for overhead electric installations

At construction time, all existing or proposed private underground facilities must be marked or exposed before service can be installed.

Estimated ready for service date: _____

LAWN/PAVEMENT REPAIR

After installation is complete, we will backfill with existing soil. Go to: www.wisconsinpublicservice.com/services/pdf/lawn-repair.pdf

AUTHORIZATION

I certify that I own or am the authorized representative of the person(s) who owns the property indicated in this application. I certify the information provided is accurate and I will promptly inform WPS of any plan revisions. If installation requirements differ from what is submitted on this application, I understand these changes may result in an increased cost to me. I also understand a daily facilities charge will be included in my monthly bill and begins the day the natural gas and/or electric meter is installed, whether or not natural gas and/or electricity is being used. In addition, I authorize WPS to speak to contractors listed on this application regarding the specifics of this project.

Signature: _____ Date: ____ / ____ / ____

Relationship to owner: _____



Electric and natural gas construction property site sketch and liability waiver

Customer name: _____ Contact number: _____

Service address: _____ City, State: _____

Location of customer-owned facilities: The following information is required on your sketch. If items are missing, we will return sketch for revisions before your job can proceed. See next page for site sketch example.


1. **Desired meter location - electric and/or natural gas.** Indicate with "E" and "G" with footages from nearest corner of building.*
*Natural gas meter location needs to be a minimum of 3' from the electric meter. See examples of clearance requirements on following pages.
2. **Water** – Show current and proposed municipal water lines or private well. Include connecting pipes to the building.
3. **Sewer** – Show current and proposed municipal sewer lines or private septic system. Include connecting pipes to the building.
4. **Propane (LP)** – Show current and proposed tanks and connecting fuel lines.
5. **Other above-ground and underground facilities** – Show current and proposed facilities including:

<input type="checkbox"/> Private underground wiring	<input type="checkbox"/> Sprinkler systems	<input type="checkbox"/> Drain tile/down spouts/sump pump lines
<input type="checkbox"/> Private cable/satellite systems	<input type="checkbox"/> Air conditioning units	<input type="checkbox"/> Geothermal heat pumps and lines
<input type="checkbox"/> Invisible fences	<input type="checkbox"/> Fresh air intakes	<input type="checkbox"/> External wood furnace and lines
<input type="checkbox"/> Private outdoor lighting	<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Decks, patios, swimming pools, outbuildings

At construction time, all existing or proposed private underground facilities must be marked or exposed before service can be installed.

PROPERTY SITE SKETCH Check here if no existing or future private facilities on the property/site.

_____ feet from property line to front of house. _____ feet from property line to side of house with meter(s)

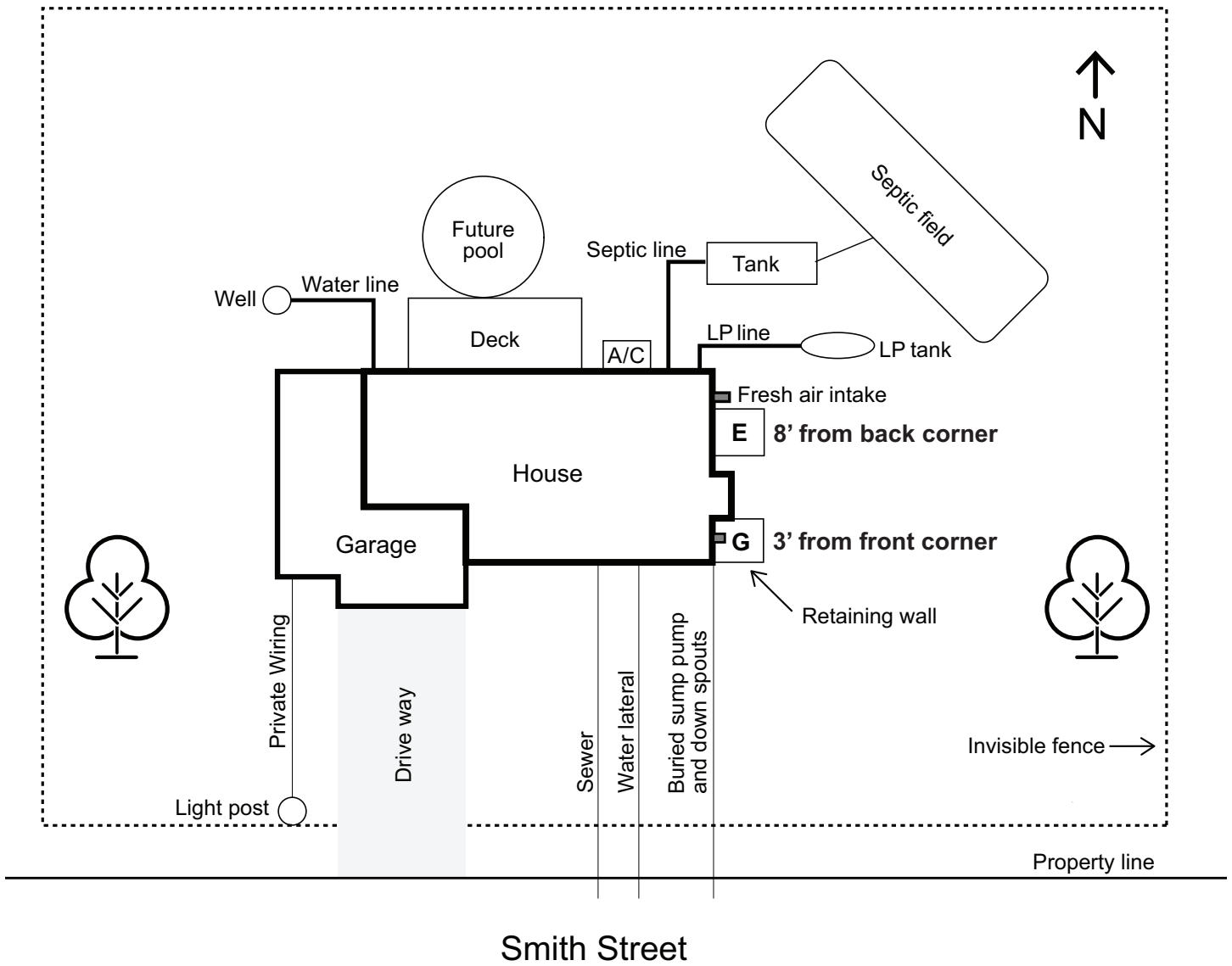


Construction authorization/underground damage liability waiver:

I certify that I own or am the authorized representative of the owner of the property of the service address indicated on this property site sketch, and that I have read and understood the above statement regarding markings and/or exposing all private underground facilities. I furthermore agree to hold Wisconsin Public Service and/or its agents harmless for any damage to private underground facilities that occurs during the installation of natural gas and electric service as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked and/or exposed.

Signature: _____ **Date:** _____

EXAMPLE SITE SKETCH



Return signed site sketch to:

Wisconsin Public Service
New Service Installation Team
PO Box 19001
Green Bay, WI 54307-9001

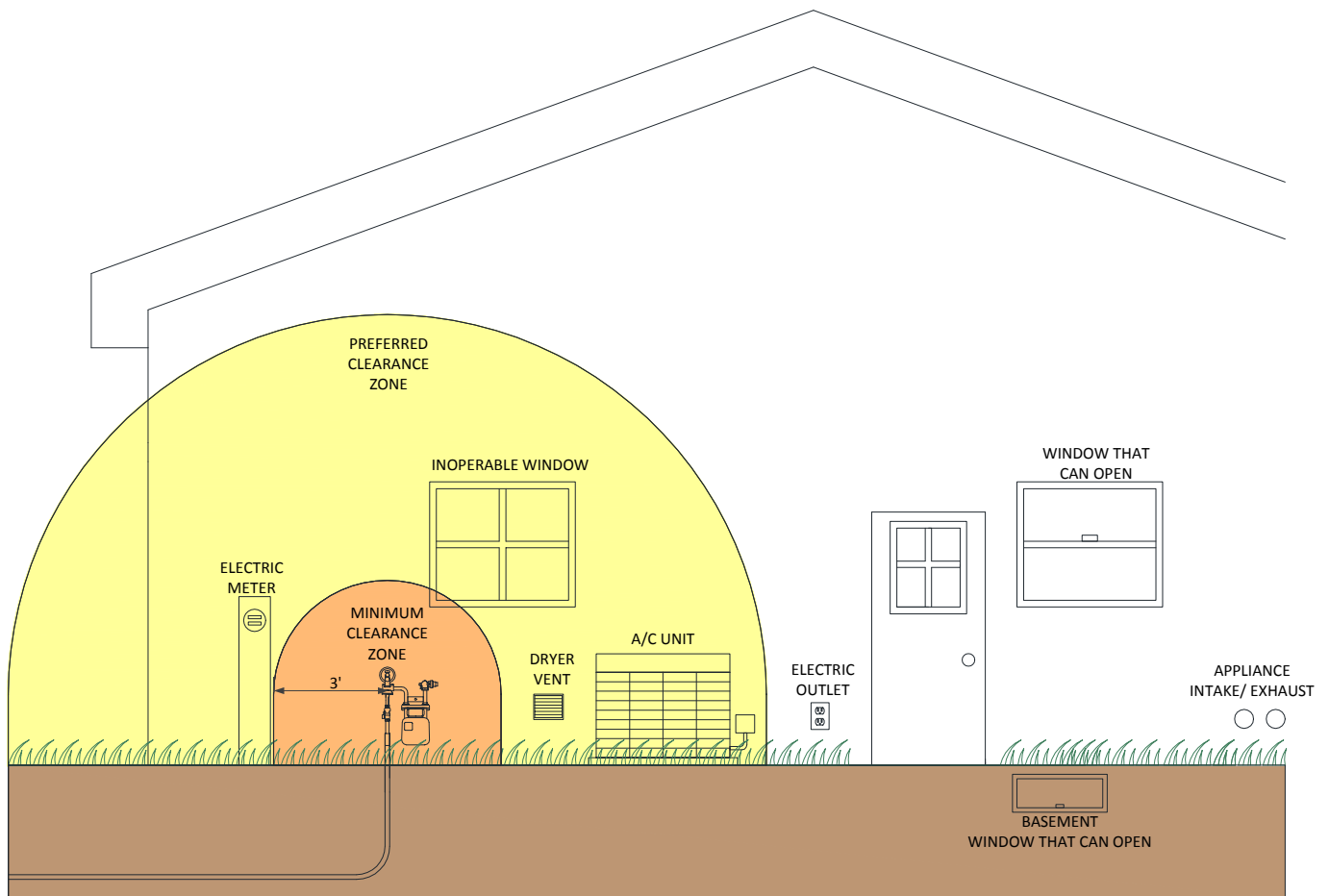
Email: newserviceinstallation@wisconsinpublicservice.com

Phone: 800-242-9772 • Fax: 866-430-6021

Example sketch and clearance requirements are for reference and do not need to be returned.

NATURAL GAS METERS

- The National Fuel Gas Code (NFPA 54), manufacturer guidelines, and industry best practices require certain clearances be maintained from the natural gas meter assembly to sources of ignition, air intakes, windows/doors, structures, etc.
- We prefer a 10-foot clearance from the natural gas meter assembly in the cases of sources of ignition and air intakes, including doors and windows.
- If a 10-foot clearance is not practical, a 3-foot clearance is the minimum distance that must be maintained.
- Windows that cannot be opened are exempt from clearance requirements.
- The assembly shall not be located directly below exhaust vents that may produce condensation that can drip on to the meter assembly.
- In unique situations where these requirements cannot be met, your service representative will discuss options with you.



ELECTRIC METERS

- The National Electric Safety Code requires an unobstructed working space that extends from the floor or ground to a minimum height of 6 feet, 6 inches. For electrical equipment mounted higher than 6 feet, 6 inches, this space shall extend to the top of the equipment.
- For underground service laterals, the centerline of all meters shall be between 3 and 6 feet from the finished grade.
- For overhead service drops, the centerline of all meters shall be between 4 and 6 feet from the finished grade.
- There shall be a minimum distance of 3 feet of unobstructed working space, measured from the meter face, in front of all electric and natural gas meters.
- We prefer a 3-foot minimum separation between natural gas and electric facilities.
- The preferred termination of service laterals is on the outside of a building.
- Only approved meter-mounting devices and termination equipment are to be used.
- Meter locations shall be free from excessive moisture, vibrations and heat.

