POLK-BURNETT ELECTRIC COOPERATIVE
1001 State Road 35, Centuria, WI 54824-9020
715-646-2191 • 800-421-0283 • FAX 715-646-2404
PolkBurnett.com

Branch Office: 7298 State Road 70 • Webster, WI 54893

Checklist for residential electric service installation

- Complete and sign application form and new service data form.
- If a security light is desired, request a security light agreement form and complete.
- Return all completed applications to Polk-Burnett.
- Review proposed cable route staked with white flags by Polk-Burnett engineer. If you wish to meet with the engineer while staking, please request an appointment. Flags must not be moved without Polk-Burnett authorization.
- Complete (in black ink) the right-of-way easement form with complete legal description, parcel I.D. number and have your signature notarized. Faxes, scans and copies cannot be accepted by the register of deeds for recording. Original document is the only accepted document.
- Have your electric service with bypass meter socket wired to Polk-Burnett and code specifications. Additional charges apply to a second trip if not wired correctly.
- Complete and submit the Electrical Inspection Certificate, which has been signed by the appropriate inspector for your township and type of project. (See *Installing or Rebuilding your Electric Service* booklet for additional information.)
- Construction fees must be paid before Polk-Burnett will schedule electric service construction. Polk-Burnett will notify you of fees due after meeting with the staking engineer or the staking engineer visits your property. Return all completed forms to Polk-Burnett (applications, original easement document, electrical inspection certificate and construction fees).
- Locate the septic system, underground cables and any other private underground facilities owned by you on your property. Marking or exposing any private facilities in the flagged path is recommended. Polk-Burnett is not responsible for any damage due to unmarked or incorrectly marked private facilities.
- Provide a clear, unobstructed path for Polk-Burnett's electric cables, and notify Polk Burnett of stump or demolition burial areas on your property.
- The grade and landscaping of your property must be within four (4) inches of final grade.
- Notify Polk-Burnett at 800-421-0283, ext. 389, when all above requirements are fulfilled. Additional charges apply if Polk-Burnett is notified that the service is ready for connection, but it is not ready when the crew arrives at the scene.