

COMMERCIAL Electric Service Information (Return with Design Agreement)

Please complete this form for each building to be served by EWEB. Return this form with a facilities equipment list, site plan and design agreement to Electric Distribution Engineering. More information can be found at www.eweb.org. This form is for three phase & single phase commercial services.

Project information:

Project Name:	
Location/Address:	
Square footage of building:	Temporary service request date:
Hours of operation & function for this building:	Permanent service request date:

Contact information:

	Name:	Phone Number:	Email:
EWEB Customer:			
Electrician:			
Engineering firm:			

Electric service information:

Service panel size:	Desired voltage :	Single Phase <input type="checkbox"/> or Three Phase <input type="checkbox"/>
Service wire type & size:		Preferred meter location (include site plan):
Number of wires per phase:		
Conduit size:		Preferred transformer location (include site plan):
Number of conduits:		

	Total Connected Load (kilowatts)		Gas Heat	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Single Phase	Three Phase	Gas Water Heater	Yes <input type="checkbox"/> No <input type="checkbox"/>
Equipment			Three Phase Connected Motor Loads (list motors 5 horsepower & larger)	
Heating			Connected motor loads (Type of equip.)	Number
Air Conditioning				HP
Water Heater				
Lighting				
Receptacles				
Additional loads: (please specify)				

Additional information pertinent to the job:

Typical Design and Construction Process:

1. Pre-Design:

- a) Customer provides basic information by recording message on EWEB's Electric Distribution project phone-line at 541-685-7521 or email at DistributionEngineering@EWEB.org
- b) EWEB Technician returns customer inquiry within one business day
- c) Customer completes & returns **Electric Service Information Form and Design Agreement** to EWEB Technician assigned to your project (other data may be needed)
- d) EWEB Technician contacts customer, and often meets with customer at project site

2. Design:

- a) EWEB Technician develops project design iteratively with customer and permitting authorities (city/county), then provides project cost and design to customer
- b) Customer approves design
- c) Customer calls EWEB Building & Renovations at 541-685-7086 to set-up or modify EWEB account
- d) EWEB sends customer bill for their project and an Electric Extension/Modification Agreement
- e) Customer pays EWEB and returns signed Electric Extension/Modification Agreement
- f) EWEB Technician applies for easements and permits

3. Pre-Construction:

- a) EWEB receives permits from permitting authorities and easement approval
- b) EWEB Technician meets with customer and customer's contractor for pre-construction meeting: Reviews design and EWEB standards. Customer's contractor provides EWEB project timeline expectations

4. Construction:

- a) Electric substructure is built by customer's contractor to meet EWEB's Standards
- b) EWEB Technician inspects electric substructure installation and when approved releases job to EWEB Electric Operations to be scheduled.
- c) Customer's service receives inspection and "tagged" approval from permitting authorities
- d) EWEB Electric Operations schedules EWEB portion of project and once the work is completed power is turned on (Note: sometimes power is turned on at a later time)

EWEB Electric Distribution Engineering Contact:

Phone: 541-685-7521 (Please leave a message, a response will occur within 1 business day).

Fax: 541-685-7521

Email: DistributionEngineering@EWEB.ORG

**Mail : PO Box 10148
Eugene, OR 97440-2148**