New Service Request Form

Date: ____________________________
Responsible Party Name: ____________________________________________
Responsible Party E-mail: ____________________________________________
Responsible Party Phone: ____________________________________________
Responsible Party Mailing Address: ____________________________________

Service Address: ____________________________________________________
Building Permit Log #: ______________________________________________
Application Type: ____________________________________________________
Subdivision Name: ___________________________________________________
Subdivision Lot #: ___________________________________________________

Contractor
Business Name: _____________________________________________________
Contact Name: _____________________________________________________
Contact E-mail: _____________________________________________________
Contact Phone: _____________________________________________________

Information Needed to Request New or Changes to Electric Service (please check all that apply)
☐ Permanent Service ☐ Temporary Service ☐ Temporary and Permanent
☐ Overhead Service ☐ Underground Service

Electric line extension design and installation charges will be estimated by the assigned EWEB Electric Distribution Engineer.
Trench Inspection Contact Name: ______________________________________
Trench Inspection Contact Phone: ______________________________________
Electrician Name: ___________________________________________________
Electrician Phone: ___________________________________________________
☐ Wire pull name and phone is the same as electrician

If Other, Wire Pull Name: _____________________________________________
If Other, Wire Pull Phone: _____________________________________________

Please complete this form and send to:
EWEB Building & Renovation Services
Phone/Fax: 541-685-7086
E-mail: Building-RenovationServices@eweb.org

For EWEB Use Only:
Account #: _______________________________________________________
Address: _________________________________________________________
WAM Request Numbers listed below
Temp. Electric: _____________________________________________________
Pull Temp: _________________________________________________________
Perm. Electric: _____________________________________________________
Bill Temp/Perm Electric: _____________________________________________
Water: ___________________________________________________________

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Information Needed to Request New or Changes to Water Service (please check all that apply)

- <1” Meter*
- 1” Meter
- 1 1/2” Meter
- 2” Meter
- Larger than 2” Meter: ____________ Inches
- Fire Line Size: ____________ Inches

(*When selecting <1” Meter, a 3/4” Meter will be installed)

A summary of Water Service Installation Charges and Water System Development Charges can be viewed on the Customer Service Policy, Pricing and Glossary Appendices.

Please attach the backflow prevention agreement that applies to your project:
- Residential Backflow Prevention Requirements Letter is attached
- Commercial Small Services Backflow Prevention Requirements Letter is attached

1 1/2” Meters and larger will receive a backflow prevention requirements plans letter from the assigned Water Engineering Technician

□ This building has multiple water services

Note that EWEB requires a water service verification field test on each building served by multiple water services before the account may be taken out of the builder’s name. The appointment must be made a minimum of 24 hours before the date requested for the field test. To make a verification field test appointment please call Building & Renovation Services at 541-685-7086.

Reminder: per Oregon Dig Law [OAR 952-001-0090] you must call 811 for utility locates two business days before excavation is to begin. This includes excavation for Temporary meter poles and pedestals. Visit DIGSAFELYOREGON.COM for more information.

Temporary Hydrant Water Meter
Purpose of temporary water meter:

Requested location:

The only meter size available is 3”.

Temporary Water Service Fees:

- $2,000 Equipment Security Fee (fully refundable if equipment is not damaged when pulled)
- $100 Meter Installation & Backflow Testing Fee
- Monthly Basic Charge for 3” Meter
- Monthly General Service Volume, Pumping & Delivery Charges (determined by location)
- Parts and labor costs for damage or loss of equipment

To speed up processing please fill out the temporary water meter agreement and submit it with this request form.

Additional Information:

Responsible Party Printed Name: ______________________________________

Responsible Party Signature: ______________________________________

Date: ________________________________