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: ____________________________________________

For EWEB Use Only:

Account #: ____________________________________________

Address: ____________________________________________

WAM Request Numbers listed below

Temp. Electric: ____________________________________________

Pull Temp: ____________________________________________

Perm. Electric: ____________________________________________

Bill Temp/Perm Electric: ____________________________________________

Water: ____________________________________________

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

Version 02/05/2020
Information Needed to Request New or Changes to Water Service (please check all that apply)

- 5/8” Meter
- 3/4” Meter
- 1” Meter
- 1 1/2” Meter
- 2” Meter
- Larger than 2” Meter: ___________ Inches
- 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.

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.

Additional Information:

Responsible Party Printed Name:

Responsible Party Signature:

Date:

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