



## New Service Checklist

Please use this checklist guide to ensure that the process of completing your application for electrical service goes as smoothly and as quickly as is possible. We will do our best to help you along the way with any questions you may have.

Items marked bold and with a check box are the responsibility of the applicant. All other items will be completed by Caney Valley Electric Cooperative.

- Complete and sign the Application for Line Extension – New Service.**
- Pay the Engineering Deposit.**
  - Set the appointment for the field visit.
  - Conduct the field visit and staking.
  - Complete the Plan of Work and Project Cost Estimate.
  - Mail the Project Cost Estimate, Easement, Agreement and Authorization for Construction Work, and Application and Contract for Membership and Electric Service (if a new member).
- Review the Plan of Work, Project Cost Estimate and other documents.**
- Sign the documents and return to Caney Valley Electric with full payment of required contribution.**
  - Notify member if a security deposit is required.
- Obtain the necessary easements, record them with the County Clerk and return originals to Caney Valley Electric.**
- Complete any necessary site preparation.**
- Notify the Staking Technician that site preparations are complete.**
  - When all information is complete and received, the job will be released to the Operations Department for construction.
  - Complete construction.
  - Energize service, start of regular billing.
- Settle any credits or debits.**

Staking Technician: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Co-op W/O # \_\_\_\_\_