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New Electric Service Process Guide

Guiding You Through The Process

Boone REMC is a customer-owned cooperative dedicated to providing high quality, personalized customer service.

This process guide was developed to help guide customers, builders and developers through the process of establishing a new electric service.

If You Are Building A New Home

Step 1

Contact us at (765) 482-2390 or 800-897-7362. Please be prepared to provide the following information:

1. Billing address/information
2. Service size (100 amp, 200 amp, 400 amp)
3. Square footage
4. Type of heating system
5. Appliance information. Will you be using gas or electric appliances for water heating, cooking, and clothes drying?

If you are a builder or developer who is building multiple homes on the same piece of property, we can provide you with copies of our New Service Application. After completing the document, you can send it to us via fax. Our fax number is (765) 482-1048.

Step 2

Call for an inspection of your temporary service. Inspection contact numbers are listed on the back of this brochure. The building inspectors will contact our office after your new service has passed inspection. The work order for new electric service will then be given to our Operations Department and a schedule for installation will be created.

Step 3

When you are ready for permanent service, you must provide us with a site plan— a sketch of your property.

The site plan should provide the lot number and the name of the subdivision. If the home is not in a subdivision, please provide the address for the property.

Please use 8 1/2 x 11 paper for your site plan sketch.

The site plan should include information about:

1. House location, transformer location, secondary pedestal location, water line, septic tank, sewer line, fences, gas line, meter base location, satellite dish, cable lines.
2. Driveway and sidewalk location.
3. Any future additions.

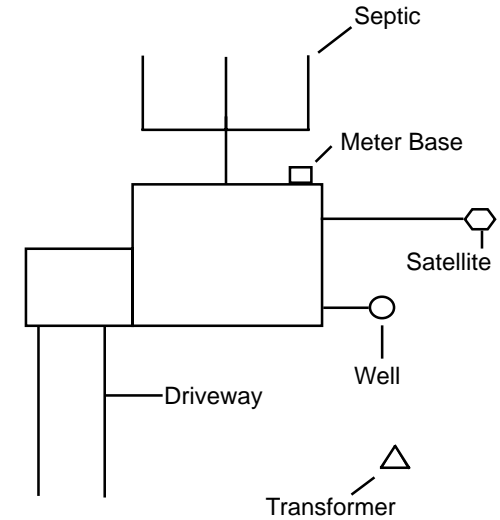
If Boone REMC technicians are required to make multiple trips to the site due to insufficient site preparation, the customer may incur additional charges for the installation of permanent service.

Damage Liability Statement

Boone REMC can not be held responsible for any damage to any underground facilities that have not been marked or located.

It is the customer's responsibility to notify Boone REMC of any changes to the facilities noted on the site plan prior to the installation of permanent electric service.

Sample Site Plan Sketch



Lot Number _____

Subdivision Name _____

Step 4

Call for an inspection of your permanent service.

The building inspectors will contact our office after your service has passed inspection. The work order for the permanent, new electric service will then be given to our Operations Department and a schedule for installation will be created.

The customer is responsible for supplying 3-inch conduit for crossings under drives and patios. If insufficient conduit is supplied, the customer could be billed for conduit material. Service trenches are 40 inches deep.

Process Checklists

Temporary Service

- Contacted Boone REMC to provide New Service Application information
- Called for inspection

Permanent Service

- Provided site plan to Boone REMC
- Called for inspection
- Verified that the site location is prepared for trenching (made sure path is cleared).

Questions?

If you need more information about establishing your new electric service, please contact the Boone REMC Engineering Department at (765) 482-2390 or 800-897-7362.

You can also contact us via our Web site at www.bremc.com.

Building Inspector Contacts

Boone County	(765) 482-3821
Clinton County	(765)-659-1420
Hamilton County	(317) 896-5577
Hendricks County	(317) 745-9255
Montgomery County	(765) 364-6490
Sheridan	(317) 758-5293
Zionsville	(317) 873-5410