



14601 Ramsey Boulevard
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Service Change Application for Electrical Service

Accurately completing this form allows us to process your request in a timely manner; incomplete applications may result in delays. For questions on how to fill out the form, please contact us.

CONTACT AND BILLING INFORMATION

Primary Applicant: Tax ID or SSN#:
Current Address:
City: State: Zip:
Phone #: Email:
Co-Applicant: Tax ID or SSN#:
Contact Name (if different from billing):
Phone #: Email:
Signature (Primary Applicant) Signature (Co-Applicant)

Please fill out the billing information below if it differs from the above information.

Billing Name: Tax ID # or SSN#:
Billing Address: City: State: Zip:
Phone #: Email:
Signature (Bill to Party):

I understand that a soft credit check will be run on my Social Security number to validate my identity and establish whether my account will be assessed a deposit. If a deposit is required, you will be notified and the deposit will appear on your first bill. Existing customers do not need to supply their social security number or tax ID.

LOCATION INFORMATION

A physical address, meter socket installation date, and foundation backfilled date are required to process your application; failure to do so may result in application delays.

Address of new service:
City: Zip:
Type of building: Home Garage Pole Building Barn Mobile Home Townhome Other:

Legal Description

Plat Name: Lot: Block: Section:
Township Number: Range Number: County:
Parcel ID:

Service type: Overhead to underground Reroute existing primary or secondary line Moving meter base
Installation type: Permanent Temporary If temporary is chosen, an additional \$215 charge will apply.
Service size (amps): 100 150 200 320 Greater

Meter Socket Location (when you are facing the front of the house from the street) On House On Garage
Right Side Left Side Front Other Feet from corner
Preferred meter location is on the same side of house as electric stub and within 15' of closest corner. If it is not, additional charges will apply. If unsure of energy stub location, please call Connexus Energy at 763.323.4214.

Date meter socket will be installed:
Building Area (Sq. Ft.): Existing:

Buried Private Facilities/Obstacles Please check the boxes for any buried private facilities or obstacles on your property:
Well Yard Lighting Sewer Lateral Electric Fence Septic Steep Hill Sprinkler System
Drain Tiles/Down Spouts Underground Tank/Fuel Lines Customer Underground Wiring Trees
Retaining Wall Wetlands/Creeks Other (future decks, additions, structures, fencing, pools)

Please Note: Connexus Energy and/or its agents are not responsible for damage to your facilities that are not properly marked before our work begins.

FOR SERVICES 320 AMPS OR GREATER LOAD SHEET

A load sheet is required for all services 320 amps or greater. Failure to complete the table below may result in delays. For services 400 amps and greater, an electrician's signature is required.

	Connected Load (KW)	Estimated Demand Load (KW)		Connected Load (KW)	Estimated Demand Load (KW)
Indoor Lighting			Water Heating		
Outdoor Lighting			Mfg. Equipment		
Electric Heat			Motor Load*		
Ground Source Heat Pump			Misc. Equipment		
Under Floor Heating			Receptacles		
Heat Storage			Other _____		
Air Source Heat Pump			Other _____		
Air Conditioning			TOTAL		

*Largest Motor: HP _____ Phase _____ Voltage _____ Class _____ Starts/hr _____ Total HP _____

Any motor over 7.5 HP single phase or 75 HP three phase requires starting equipment approved by Connexus Energy.

Customer Signature: _____ Electricians Signature (if applicable) _____

Will any of the above connected loads be on an off-peak program? Yes No

If yes, please provide a contact name and phone number to review off-peak programs and metering equipment options.

Contact: _____ Phone: _____

Please briefly describe what you are doing: _____

It is preferred that a survey is included with the application. If a survey cannot be provided, please draw a sketch below or attach a pdf; as you are facing the lot from the street. Include the location of the meter and any buried private facilities or obstacles on your property that were selected on your application.

1. All buried private facilities (such as well, septic, drain tiles, irrigation systems, underground fencing, tanks, consumer-owned electric or gas lines, etc.) located on this property must be clearly marked at the job site by the customer.
2. To avoid delays, please make sure your lot is graded to within 4" of final grade, and the 10' pathway for our trench is clear of all obstructions (dumpsters, building materials, trees, stumps, etc.). Connexus Energy is not responsible for restoring, to it's original condition, the lawn, yard, land, etc., which will be disturbed during installation.
3. Preferred meter location is on the same side of house as electric stub and within 15' of closest corner. If it is not, additional charges will apply. If unsure of location of energy stub, please call Connexus Energy at 763.323.4214.
4. Meter socket must be attached and inspection must be complete prior to service installation. If not, services will not be installed and additional charges will apply.
5. Winter construction charges are effective from November 1 through April 1. To avoid these charges, work requests must meet all of Connexus Energy's requirements prior to November 1.

By signing below I acknowledge I **have read and understand the Conditions of Service**. I also understand that my service will not be scheduled until I have met all of the necessary requirements, provided an approved electrical permit or state/local inspection card to Connexus Energy, and Connexus Energy has applied for and received all necessary permits.

Signature _____ Date: _____

Application will not be processed unless signed.

Submit completed form to: Connexus Energy, Attn: Builders, 14601 Ramsey Blvd., Ramsey, MN 55303, or fax to: 763.712.3814.