

For Trico Use Only

School Dist. _____ Loan _____

Stake in _____

Member # _____

Map Location _____

Account # _____

Work Order # _____

Logged _____

#Mtrs _____

Power contract required? Y N R/W required? Y N Estimate required? Y N Rate Schedule: _____

BUSINESS APPLICATION FOR NEW SERVICE DESIGN & CONSTRUCTION

(For Customer Use – To Be Completed and Signed by Authorized Signatory - Please Print)

Date _____

New Trico Member Existing Trico Member Application filed: In person By phone By letter/e-mail By FAX

Name of Business on Account _____

Type of Business _____ Federal/State Tax ID # _____
(i.e. Fast food, Gas Station, Construction, Developer)

Commercial Industrial/Manufacturing Mixed Use Commercial/Residential Other _____

Sole Proprietorship Partnership Corporation Other _____
(Please provide; Articles of Incorporation, Partnership Agreement, Article of Organization, or other supporting documents)

Establishment Date of Business _____ Days/Hours of Operation _____ / _____ AM _____ PM
(Monday-Friday)

Mailing address of new service _____ City, State, Zip _____
(Where the bill will be mailed at the time of connect)

Name and Title of Requestor _____ Signatory Authorization Yes No
(If yes, please provide documentation)

Present mailing address _____ City, State, Zip _____

Daytime phone _____ Business phone _____ FAX _____

E-mail address of Requestor _____

Owner's Name _____ Phone or E-mail _____

Statutory Agent _____ Phone or E-mail _____

Engineer _____ Phone or E-mail _____

General Contractor _____ Phone or E-mail _____

Township _____ Range _____ Section _____ Is power to property line? Yes No
(If No, approximate distance to closest power _____)

Development (if any) _____ Unit/Pad/Lot # _____

Street address of new service _____ City, State, Zip _____

Type of service you want: *

Underground to meter Underground to property line Primary only
 Overhead to meter Overhead to property line Not sure

Service Entrance Section (SES) Size: _____ Volts: _____ Phase: Single or Three
(Please provide load calculations) (Volts if 3-Phase, 120/208V or 277/480V)

(Continued on other side)

Type of service continued:

Single Building or Custom Home Multiple Buildings Strip Mall (Quantity of Suites _____)

Square Footage of Building(s)/Suites _____ Commercial Well (Quantity _____ HP _____)

Other _____
(Entrance Monument, Landscape Irrigation, Gates)

Total number of metered services required _____

Date you will require power/service _____ Will you require temporary construction power Yes No

Date you will require power/service for temporary construction _____

Will you have gas or propane on site Yes No List any loads not part of normal operation _____
(i.e. Fire Suppression Pumps)

Additional comments by applicant: _____

Agreement to Accept Service: I hereby apply for electrical service at the above location. I understand that Trico will make service available upon completion of engineering details and duly executed contractual agreement between the parties. This application is valid for 60 days from the above date. I agree to accept service when construction is completed.

Signatory's signature _____ Date _____

Please print name _____ Date _____

** The design of your line extension will be based on the Rules, Regulations, and Line Extension Policies of Trico and must factor if existing facilities are capable and able of supplying your service requirement, plus responsibilities of the Cooperative and the Applicant, together with system plans of the Cooperative, to determine the most cost effective design, in the Cooperative's opinion.*

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W/O # by _____ Date _____ To Staking by _____ Date _____ To Construc. by _____ Date _____

Bill connect fee Deposit: Paid _____ Sending _____ Not required _____ Letter of Credit _____ Attached _____ On file _____

Remarks: _____

Contractor: _____ Phone: _____

BUSINESS NEW SERVICE DESIGN & CONSTRUCTION CHECK LIST

Work Order # _____

WE WILL NEED FROM YOU (Copies of):

- _____ Legitimate legal description of property (*as found in a Deed or Title Report*) if not in a duly recorded real estate subdivision.
- _____ Official (*physical*) address of property OR Building or Inspection Permit from the agency having jurisdiction (*Permit exemptions must be proven by Applicant*).
- _____ Mailing address (*where you will receive the bill at time of connect*)
- _____ Complete set of improvement plans, including grading plans (*preferred in AutoCAD 2000 or newer, by e-mail or on a CD of the base drawing file*)
- _____ Billing Deposit (*to be calculated*) or a qualifying Letter of Credit (*in the name of the business*) from previous electric company, see "FEES" on the reverse side of this sheet. Deposit Requirement must be met prior to establishing service.
- _____ All line extensions will require a nonrefundable contribution for the total cost of construction and a signed line extension agreement, which shall explain the minimum size economic standard facilities charged to you and the payment terms. . In accordance with the Rules, Regulations, and Line Extension Policies (R,R,&LEP) approved by the ACC, Trico does not grant free footage or line extension credits.
- _____ Site Improvements will be required to qualify as a permanent service (*see Part 2 of Trico's R,R,&LEP*). It is the determination of the Design Department, upon field inspection; whether or not you have met the necessary site improvements (*refer to application page "Site Improvements Required for Line Extension Permanency Designation" on page 5*).

YOU ARE RESPONSIBLE FOR:

- _____ Coordinating with Trico's Design Dept. and Trico Inspectors on trenching and conduit installation, as well as any Trico equipment basements/ground sleeves and concrete pads.
- _____ Marking your property corners (*if we cannot find them, you may be required to hire a surveyor to re-establish them.*)
- _____ Calling Blue Stake at 1-800-STAKE-IT (1-800-782-5348) or 811 to mark any underground utilities (*Before you dig*).
- _____ Getting easements (*if required*) signed, notarized, and paying all rights-of-way and permit fees involved.
- _____ UG (Underground Services): **CUSTOMER IS RESPONSIBLE FOR: DIGGING, ALL CONDUIT AND BACKFILLING ALL TRENCHES** along Trico's approved route! (*Permits are required if you dig in any Right-of-Ways or cross any paved roads*). Customer is responsible for furnishing and installing the Service Entrance Section (SES)/metering equipment. Visit www.trico.coop to find Trico's Electric Service Requirements Book (ESRB).
- _____ OH (Overhead Service): Customer is responsible for furnishing and installing the Service Entrance Section (SES)/metering equipment. Visit www.trico.coop to find Trico's Electric Service Requirements Book (ESRB).
- _____ Notifying Trico of any backup or co-generation equipment, not limited to but including backup generators, photovoltaic solar installations, or wind turbines. If the equipment is intended to operate in parallel with the Cooperative's electric system, a separate application and interconnection agreement must be completed. (*See rule 224 of Trico's current R,R,&LEP*)

Getting **PERMITS** :

You are responsible for contacting the local authority having jurisdiction to determine the proper permits and inspections required.

PIMA COUNTY

Central Permits, 201 N. Stone - 1st floor, Tucson, AZ 85701 (520) 724-9000

PINAL COUNTY

Building Safety, 31 N. Pinal St. – Building F, PO BOX 1610, Florence, AZ 85132 (520) 866-6405

TOWN OF MARANA

Building Safety, 11555 W. Civic Center Dr., Marana, AZ 85653 (520) 382-2600

TOWN OF SAHUARITA

Building Safety, 375 W. Sahuarita Center Way, Sahuarita, AZ 85629 (520) 822-8866

CITY OF TUCSON

Development Services, 201 N. Stone - 1st floor (*North Side*), Tucson, AZ 85701 (520) 791-5550

- _____ Providing us safe and reasonable access to your property to design, construct, read your meter and access our facilities.
- _____ **MAKING SURE OUR MEMBER ACCOUNTS DEPT. HAS YOUR CORRECT MAILING ADDRESS & PHONE NUMBER AT THE TIME OF CONNECT.** (*We do not want your service disconnected for non-payment because the bill was sent to an incorrect address and you never received it!*)
- _____ Trico does not provide telephone or cable TV facilities. You must contact or notify the local provider.

(Continued on other side)

FEES:

_____ **\$100.00 New Service Establishment Fee** plus applicable taxes will be billed on your first bill. (one time charge)

_____ **Billing deposit or a qualifying Letter of Credit** from present electric company.

(See rule 124 & 128 of Trico's current R.R,&LEP)

_____ **Fixed Monthly Charge** plus applicable taxes, in accordance with the appropriate Trico Rate Tariff.

(See rule 109, 139, & 140 of Trico's current R.R,&LEP)

_____ **\$50.00 Return Trip Fee** when required (for new construction and service connections)

_____ **A Design and/or Right of Way advance** may be required to prepare detailed line extension plans. Such advance will be applied to the final cost. *(See rule 201.B of Trico's current R.R, & LEP)*

_____ OPERATION ROUNDUP _____ Yes, I would like to participate _____ No, I do not want
(Please fill out form) to participate

By becoming a member of Trico, you are agreeing to follow the policies, rules and schedules of Trico Electric Cooperative, Inc. A copy of the Rules, Regulations & Line Extension Policies approved by the Arizona Corporation Commission (ACC), 402 W. Congress, Tucson, AZ 85701, (520) 628-5555 is available on-line or upon request.

*** These instructions may not cover all situations. Some situations might require special written agreements or studies.***

☆ **I have read and understand the requirements and my responsibilities regarding the type of service I am applying for, I also understand that I must meet those requirements before Trico can extend electric service to me.**

Signatory's Signature

Date

Trico New Service Technician

Date

☆ **THE PROCESS OF YOUR APPLICATION:**

_____ **Apply for Service** with a New Service Technician at EXT: 1309 or 1523, or ConstructionApplications@Trico.coop

_____ A designer may go out to your property to design the electric service along the shortest practical route from the nearest capable source, after you have determined the location of the SES. This can take approximately two weeks providing no unusual circumstances arise (if your site improvements are delayed or if easements are required, the final design process will take longer than 2 weeks).

_____ For questions about the **STATUS OF YOUR WORK ORDER**, the site improvements required, costs involved, or schedule a site meet; please contact a New Service Technician and allow them to coordinate with the appropriate work group. When the design is complete, the work order will go to the Construction Dept. where they will send you a copy of the staking sheet (**drawing showing you where to trench from.**) If you have questions about Trico's service requirements, such as the installation of facilities, trench inspections or conduit requirements, please call ext: 1383 to coordinate with a Trico Inspector.

_____ **To schedule a construction date, call Trico's Construction Schedulers at ext: 1355 or 1383**

_____ Call the local Authority Having Jurisdiction (AHJ) for your **electrical permit inspections.** *(Excluding new meter pole installations, our construction does not have to be completed before you call for your inspections.)*
You may call for an inspection when your service entrance is installed, grounded and meets all other permit requirements.

WE CANNOT CONNECT YOUR SERVICE UNTIL WE RECEIVE A CALL, FAX, or E-MAIL FROM THESE AGENCIES TELLING US YOU HAVE PASSED THEIR INSPECTION(S)!!!

Once we have received the clearances, your trenches are covered, and your Deposit Requirement is complete; your service should be connected within 24 – 48 hours, excluding weekends, holidays and pending emergencies. Call the construction schedulers at ext: 1355 or 1383 to verify that your clearances have been received, your deposit is taken care of and to let us know your trenches are backfilled.

SITE IMPROVEMENTS REQUIRED FOR LINE EXTENSION PERMANENCY DESIGNATION

ES-3

August 1, 2009

OBJECTIVE:

In accordance with ACC Rules, Regulations and Line Extension Policies effective August 1, 2009 Docket #E-01461A-08-0430, specifically sections 103,104 and 201, Trico Electric Cooperative's Board of Directors approve this policy as the site improvements needed to qualify for "permanency" designation for new service.

CONTENT:

Line Extensions Prior to Improvements: To extend its distribution facilities prior to meeting the improvement criteria noted below, Trico Electric Cooperative will require an up-front nonrefundable contribution in aid to construction equal to the total cost of installation of facilities AND an up-front non-interest bearing refundable advance (hereafter called the "retirement advance") based upon the total estimated cost of retirement of the new line extension facility constructed to serve the consumer.

Refund: When all site improvements have been met, the applicant should request the Cooperative to verify the completion of the required site improvements. After satisfying this policy and meeting the improvement criteria, the "retirement advance" will be refunded to the customer. The Cooperative reserves the right to withhold a refund to any customer whose account is delinquent.

Site Improvement Criteria for Line Extension "Permanency" Designation: This site improvement criteria will apply to individual applicants regardless of whether their nonrefundable line extension costs have been paid or not. Any payment made by an applicant for a line extension, will not in itself be cause for the Cooperative to extend its facilities. The site improvement criteria must also be satisfied or the "retirement advance" paid before a line extension will take place. Line extensions will be made only when ample evidence exists on the site that electric usage will occur immediately or very soon after the line is complete, and improvements are sufficiently permanent in nature such that consumption will continue on a permanent basis.

A. GENERAL

1. "Permanency" will only be designated for the site for which service is being requested. Defining a "site" as "a different site" or "a new site" has to do with the intent for which the site is to be used, the improvements made to each site, the separation of one site from another site (whether legal or natural), the anticipated revenue, the size of the load to be served, and the ease by which a load can be powered without an additional metering point.
2. The city, town or county permits required are issued for the intended use of the service.
3. The applicant owns, leases, or is buying the land and provides a copy of the deed or lease agreement to Trico.

B. RESIDENTIAL HOUSE, MANUFACTURED HOME OR COMMERCIAL BUILDING

1. Must be a permanent structure designed for continued occupancy with a building permit issued as such.
2. Constructed to the point where foundation work is complete and the applicant is ready for temporary electric service for construction purposes.

(Continued on other side)

C. MOBILE HOME

1. The mobile home is a mobile type home with dimensions that are at least eight feet (8') by forty feet (40') or wider than ten feet (10'), and must be a permanent structure designed for continued occupancy with a building permit issued as such.
2. Mobile home is existing on the property with the wheels off and blocked in the permanent location. Mobile homes, which are still "mobile", do not constitute a permanently habitable structure warranting extension of the Cooperative's distribution facilities.
3. Sewage disposal facilities are completely installed on site.

D. TRAILER HOUSE OR R.V.

A trailer house smaller than the size defined as a mobile home above or a Recreational Vehicle (R.V.) shall not be considered permanent nor will it be eligible for "permanency" designation.

E. UNDERGROUND SECONDARY EXTENSION

When a line extension is such, that the existing primary power line is to the edge of the parcel of land and no primary is required for the extension, Trico will waive the other site improvement if:

1. The line extension is short enough that by using good engineering practices it can be constructed as underground secondary only.
2. Sewage disposal facilities are completely installed on site.
3. An operative domestic well or water from a permanent central supply system with distribution lines is installed.

If the three requirements above have been met, Trico will not require a "retirement advance." Payment of any applicable Line Extension costs will be required prior to Trico extending its distribution facilities.

As a representative of Trico, I am here to help you understand the site improvement requirements so that you get the service you need.

Trico's New Service Representative

Date

As a Trico Member/Customer I have read, been able to ask questions and feel I understand the above site improvements required for permanency designation.

Member's Signature

Date

Member's Printed Name