



URE New Construction Electric Service Residential Questionnaire

Print and keep this page for your information

This questionnaire is used to request new construction electric residential service.

Both URE and our members have to work together to complete the project in a timely fashion.

Upon receipt and initial processing of your questionnaire, you will receive an acknowledgment from URE.

Submit completed questionnaire to:
New Construction Electric Service Residential

E-mail: services@ure.com
FAX: 937-644-4239
US mail: URE
15461 US Rt 36
Marysville, OH 43040



Download and save. Then complete the pdf application.
For best results, open the pdf in adobe reader fill out,
save and print or email as an attachment.

LEARN THE PROCESS FOR NEW CONSTRUCTION ELECTRIC SERVICE TO YOUR NEW HOME.

STEP 1: APPLICATION FOR NEW SERVICE

To establish new service at a location that does not have an existing meter, and you are not a current URE member, **MEMBERS ARE REQUIRED TO COMPLETE A NEW MEMBER APPLICATION**. Then complete this questionnaire that will supply specific information about your energy needs. Before speaking with a URE member service representative, please review the list of questions you will be asked. The information requested must be completed BEFORE an appointment with an engineer can be scheduled.

STEP 2: MEET WITH THE FIELD ENGINEER

Buildings and property lines MUST be staked PRIOR to any meeting in the field with an engineer. PRIOR to the meeting in the field, members must provide the URE office with a copy of the *Grantor's Deed*. This document will contain: *Recorder Instrument Number, Permanent Parcel Number and Address with Acres*.

The engineer will cover a number of items during the meeting including:

- Service routes/Meter locations
- Easements
- Tree trimming
- Member responsibilities
- Temporary construction
- CIAC to be determined

STEP 3: ENGINEERING THE PROJECT

During the engineering phase and construction drawings are prepared. The engineer will gather information about existing facilities, service routes and site conditions. If aid-to-construction is required, an invoice will be sent to the member stating the required amount. If an easement or inspection permits need obtained or aid-to-construction costs are required, construction plans will be held until completion of these items. Otherwise construction plans will be released to Operations department.

STEP 4: MEMBER RESPONSIBILITIES

If aid-to-construction payments are required, they must be paid in full before construction of electric facilities is scheduled. There may be additional construction responsibilities that must be completed (e.g., tree trimming) before work is scheduled. Construction specifications can be found in the documents library on the ure.com site.

STEP 5: CONSTRUCTION

Once all documents and CIAC is paid in full, crews will complete construction, set and energize to electric meter.

NEED HELP? Visit our FAQ page or call our office M-F from 7:30 a.m. -4 p.m. at 800-642-1826.



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**ALL INFO IN RED MUST BE FILLED OUT
BEFORE A SITE MEETING CAN BE SCHEDULED**

NEW CONSTRUCTION ELECTRIC SERVICE RESIDENTIAL QUESTIONNAIRE

NAME _____ NEW ADDRESS/CITY/ZIP _____

BEST CONTACT PHONE _____ OTHER PHONE: _____ E-MAIL ADDRESS _____

BILLING ADDRESS (IF DIFFERENT) _____

IS THIS A JOINT MEMBERSHIP? IF SO, PLEASE PROVIDE THE INFO BELOW:

NAME _____ PHONE _____

ARE YOU THE OWNER OF THIS PROPERTY? IF THIS IS NOT CHECKED, PLEASE PROVIDE THAT INFO BELOW:

PROPERTY OWNER NAME _____ ADDRESS/CITY/ZIP _____

PHONE _____ E-MAIL ADDRESS _____

BUILDER/CONTRACTOR NAME _____

ADDRESS/CITY/ZIP _____

PHONE _____ E-MAIL ADDRESS _____

FOR NEW CONSTRUCTION:

LOCATION OF THE SITE MEETING: _____

COMPLETE ADDRESS: _____

SUBDIVISION NAME: _____ LOT# _____

WHO WILL BE AT THE SITE MEETING? _____

CONTACT PHONE NUMBER (IN THE EVENT THE MEETING NEEDS TO BE RESCHEDULED) _____

SITE PLAN WAS FILED WITH THE COUNTY/TOWNSHIP (THIS SHOWS WELL, SEPTIC, DRIVEWAY, HOUSE, ETC)

SITE PLAN CAN BE SENT TO URE FOUR WAYS: SERVICES@URE.COM , FAX, US MAIL OR DELIVER IN PERSON

SEND WRITTEN LEGAL DESCRIPTION TO SERVICES@URE.COM -SO URE CAN PREPARE AN EASEMENT DOCUMENT ON THE PROPERTY

FOR NEW HOME SERVICE TYPE REQUEST:

ELECTRIC GAS BOTH

SINGLE FAMILY DUPLEX MULTI-FAMILY MOBILE HOME

MULTI-LEVEL YES NO SQUARE FEET OF HOUSE _____



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NEW CONSTRUCTION ELECTRIC SERVICE RESIDENTIAL QUESTIONNAIRE

SERVICE INSTALLATION TYPE: OVERHEAD UNDERGROUND

SERVICE TYPE AMPS: 100 200 320 OTHER

WATER HEATER TYPE: ELECTRIC NATURAL GAS PROPANE

WATER HEATER SIZE _____ GALLON TANK-LESS

NUMBER OF WATER HEATERS/TANK-LESS UNITS _____

HEAT TYPE: ELECTRIC NATURAL GAS PROPANE GEOTHERMAL*

* IF USING GEOTHERMAL/OR AIR-TO-AIR HEAT PUMP. WHAT IS YOUR BACKUP HEATING SOURCE?

BACK UP HEATING SOURCE: PROPANE ELECTRIC RESISTANCE OTHER

AIR CONDITIONING/HEAT PUMP _____ SIZE IN TONS

TEMPORARY POWER FOR CONSTRUCTION PROVIDED BY: _____ CONTRACTOR/URE (CITY OF DUBLIN EXCLUDED)

WHO WILL PAY FOR TEMPORARY ELECTRIC USAGE? _____

CHECK ALL THAT APPLY:

- BACK UP GENERATOR? WHOLE HOUSE OR PORTABLE
- GENERLINK TRANSFER SWITCH NEEDED? 30A OR 50A
- BARN/OUT BUILDING?
- WORKSHOP?
- MOTORS? RATING HP _____
- WELDING EQUIPMENT? IN AMPS _____
- POOL
- HOT TUB
- ELECTRIC VEHICLE CHARGING STATION
- SOLAR/WIND TURBINE INTERCONNECTION



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THINGS TO DO BEFORE SITE MEETING

- COMPLETE A NEW MEMBER APPLICATION IF NOT ALREADY A MEMBER OF URE
- NEW CONSTRUCTION LOCATION MUST BE PROFESSIONALLY STAKED
- PROPERTY PINS MUST BE LOCATED
- DRIVEWAY MUST BE STAKED/KNOWN
- SEPTIC MUST BE STAKED (REQUIRED FOR RURAL HOUSE)
- WELL LOCATION MUST BE KNOWN (FOR RURAL HOUSE)

IF ELECTRIC EASEMENT IS REQUIRED/ URE NEEDS THE FOLLOWING INFO:

- OFFICIAL NAMES ON DEED
- THE RECORDED INSTRUMENT NUMBER FROM THE GRANTOR'S DEED/GENERAL WARRANTY DEED
- THE PARCEL NUMBER WHERE THE EASEMENT WILL RESIDE (NOT THE PARENT PARCEL)
- NUMBER OF ACRES OF THE PARCEL (NOT THE PARENT PARCEL)
- THE WRITTEN LEGAL DESCRIPTION OF THE PARCEL MUST INCLUDE THE FOLLOWING (NOT THE PARENT PARCEL)
 - VIRGINIA MILITARY SURVEY NUMBER (VMS)
 - COUNTY THE PARCEL RESIDES IN
 - TOWNSHIP THE PARCEL RESIDES IN

○ SEND WRITTEN LEGAL DESCRIPTION ON THE PROPERTY TO: SERVICES@URE.COM

MUCH OF THE ABOVE INFORMATION WILL BE ON THE GRANTOR'S DEED/GENERAL WARRANTY DEED.
PLEASE BE CERTAIN YOU TURN IN THIS INFORMATION SO THAT WE CAN PREPARE THE ELECTRIC UTILITY EASEMENT.
NO CONSTRUCTION CAN BE COMPLETED ON THE PROPERTY WITHOUT A SIGNED EASEMENT.

YOUR COUNTY AGENCY, MOST LIKELY THE AUDITOR'S OFFICE OR RECORDER'S OFFICE SHOULD BE ABLE TO HELP YOU OBTAIN ANY MISSING INFORMATION.
ALL INSTALLATIONS MUST COMPLY WITH THE CURRENT VERSION OF THE [URE TERMS AND CONDITIONS](#).

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