

# URE Non-Residential Electric Questionnaire

Keep this page for your information



This questionnaire is used to request non-residential electric 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:  
Non-Residential Electric Service

E-mail: [services@ure.com](mailto: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 NON-RESIDENTIAL ELECTRIC SERVICE

### STEP 1: APPLICATION FOR NEW NON-RESIDENTIAL 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, easement) before work is scheduled. Construction specifications can be found in the documents library on the ure.com site.

### STEP 5: BUILDING THE LINE AND METER SETTING

Once all documents are completed and CIAC is paid in full, crews will build the line, set and turn on the electric meter.

**NEED HELP?** Visit our FAQ page or call our office M-F from 8-5 p.m. at 800-642-1826.

**NON RESIDENTIAL SERVICE QUESTIONNAIRE**

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## NEW ELECTRIC SERVICE NON-RESIDENTIAL APPLICATION

NAME \_\_\_\_\_ ADDRESS/CITY/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ LAST FOUR OF SS# \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT ) \_\_\_\_\_

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

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ LAST FOUR OF SS# \_\_\_\_\_

ARE YOU THE OWNER OF THIS HOME? 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)

WRITTEN LEGAL DESCRIPTION ON THE PROPERTY

### FOR NON-RESIDENTIAL SERVICE TYPE REQUEST:

ELECTRIC  GAS  BOTH

SQUARE FEET OF STRUCTURE: \_\_\_\_\_

WATER HEATER TYPE:  ELECTRIC  NATURAL GAS  PROPANE

WATER HEATER SIZE \_\_\_\_\_  GALLON  TANK-LESS

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HEAT TYPE:  ELECTRIC  NATURAL GAS  PROPANE

AIR CONDITIONING/HEAT PUMP \_\_\_\_\_ SIZE IN TONS

SERVICE TYPE AMPS:  100  200  320  OTHER: \_\_\_\_\_

SERVICE INSTALLATION TYPE:  OVER HEAD  UNDERGROUND

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 STRUCTURE OR  PORTABLE  
GENERLINK TRANSFER SWITCH NEEDED?  30A OR  50A
- BARN/OUT BUILDING
- WORKSHOP
- MOTORS RATING HP \_\_\_\_\_
- WELDING EQUIPMENT IN AMPS
- SEASONAL (POND PUMP/AERATORS)
- BILLBOARD
- OTHER: \_\_\_\_\_
- ELECTRIC VEHICLE CHARGING
- SOLAR/WIND

## FOR OTHER SERVICE TYPE REQUESTS:

- SECURITY LIGHT
- CHANGE CONSTRUCTION (RELOCATION OF EXISTING ELECTRICAL SERVICE)
- NEW BARN OR GARAGE
- SERVICE UPGRADE:  100A TO 200A  200A TO 320 A
- OTHER

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## THINGS TO DO BEFORE SITE MEETING:

- COMPLETE A MEMBER APPLICATION IF NOT ALREADY A MEMBER OF URE
- NON-RESIDENTIAL QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED TO [SERVICES@URE.COM](mailto:SERVICES@URE.COM)
- NEW CONSTRUCTION LOCATION MUST BE STAKED
- PROPERTY PINS MUST BE LOCATED
- DRIVEWAY MUST BE STAKED/KNOWN
- SEPTIC MUST BE KNOWN
- WELL LOCATION MUST BE KNOWN

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

- OFFICIAL NAMES ON DEED
- THE RECORDED INSTRUMENT NUMBER FROM THE GRANTOR'S 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 (NOT THE PARENT PARCEL)
  - VIRGINIA MILITARY SURVEY NUMBER (VMS)
  - COUNTY THE PARCEL RESIDE IN
  - TOWNSHIP THE PARCEL RESIDED IN

SEND WRITTEN LEGAL DESCRIPTION ON THE PROPERTY TO: [SERVICES@URE.COM](mailto:SERVICES@URE.COM)

MUCH OF THE ABOVE INFORMATION WILL BE ON THE GRANTOR'S 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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Marysville OH 43040



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