



Member Pre-Construction Guidelines

Member Responsibilities: Detailed information regarding the following list as well as additional construction requirements is contained in the Union Rural Electric *Terms and Conditions for Electric Service*. A hard copy is contained in this folder and is also available for down load by visiting our website at ure.com.

- ∞ Fully complete an *Application for new service* if applicable. Or contact Union Rural Electric Member Services to start paperwork for other requests such as private lighting, service upgrade or relocation of facilities.
- ∞ Provide a WRITTEN legal description of property and a plot map if applicable. Your Member Services Representative will notify you if this is required.
- ∞ Return easement and/or right-of-way documents for the installation of electric facilities if applicable. Easements must be signed and notarized by the property owners(s). You will be notified if these documents are required.
- ∞ Marking of property pins and stake the area of new construction.
- ∞ Driveway and/or safe access for URE equipment.
- ∞ For the installation of URE electric facilities beneath gravel, concrete or blacktop surfaces, and decks, PVC conduit (electric grade schedule 80, UL approved) laced with a pull string must be installed. Our engineer will inform you if this will be required.
- ∞ Locating and marking areas with drain tiles, field tiles, leach fields or other privately owned underground facilities when URE is trenching or digging on your property. URE will not accept responsibility for privately owned underground facilities that are not properly located and identified.
- ∞ Trimming or clearing of trees on your property to provide unobstructed access for installation of URE electric facilities.
- ∞ Having grading within 6” of final grade with unobstructed access for URE to install facilities.
- ∞ Sign and return the *“Union Rural Electric Grade Sheet”* form.

- ∞ Electrical Inspection released to Union Rural Electric from Inspecting Authority, usually your local government. See *Contacts Sheet* for more information. If no governmental authority has jurisdiction over the wiring owned by the member, said member wiring shall be installed in accordance with the current edition of the National Electrical code and the specifications and regulations of the Cooperative.
- ∞ Furnish and install the meter base in the manner and location specified by the Cooperative.

- ∞ Install protective devices, if applicable, to shield meter bases, CT cabinets or service disconnect switches from contact by vehicular traffic.
- ∞ Commercial services – furnish all necessary meter bases, CT cabinets, disconnect switches, concrete transformer pads, grounding grids, underground conduits, transformer protection posts and cable trenching required for the secondary services.
- ∞ Commercial services or those residential in excess of 400 amps – Services larger than 400 amps will be required to provide and install conductors with connection lugs.

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