

# New Construction Check List

- \_\_\_ Completed and signed Membership Application
- \_\_\_ Identification ( clear copy of valid DL, or State issued ID, and SS )
- \_\_\_ Copy of signed and notarized Warranty Deed, (Deed of Trust not accepted )
- \_\_\_ Letter of Credit (accepted with excellent pay history)  
Residential-- 1 year    Commercial--2 Years
- \_\_\_ Security Deposit- required if no Letter of Credit, Warranty Deed or a Co-signer with perfect pay history is provided.
- \_\_\_ Night Light Agreement signed if night light is requested with construction.
- \_\_\_ Underground Utility Agreement signed. All underground utilities must be marked prior to the construction phase ( water lines, septic system, etc. )
- \_\_\_ Easements(s) signed and notarized from property owner(s) and all necessary easement(s) from Neighbor(s) signed and notarized by all parties listed on the recorded Warranty Deed. (if married, both parties must sign Easement.) Deceased owner(s) Easements must be signed by the Executor of Estate or all heirs will be required to sign easement (s). Copies of legal documents will be required.
- \_\_\_ Right-of-Way must be cleared
- \_\_\_ Temporary or permanent meter pole must be set
- \_\_\_ Appointment with Line Designer (Staking Tech) to lay out the distribution line route. Date of Appt: \_\_\_\_\_ Time : \_\_\_\_\_
- \_\_\_ Contribution In Aide to Construction Invoice paid. For all underground jobs, when Member is ready to go from Temporary service to Permanent service, there may be additional charges and Member will experience additional wait times.