



Construction Checklist

INTRODUCTION

This document is meant to serve as a companion to members of Henry County REMC that are requesting construction take place on their property. Whether you are building a new home, converting an old service to underground, or wanting to have HCREMC's facilities removed, there are steps that must be taken to meet your expectations and complete the work.

Many projects involve similar steps, and this document is meant to encompass as many situations as possible but will not be able to address every specific scenario. Please consider this a general guideline and know that HCREMC is made of local people working for you and that we can set up a meeting with you on your property with very little delay to work out the specifics of your request.

BEFORE YOU APPLY

Some ways you can help expedite the construction process is to have some items ready for us when you first contact HCREMC. These items include:

- Gather all location information for the property, including an official address
- Know what name the new account will go under
- The most current recorded deed for the property or properties impacted by the construction
- A completed load schedule that defines the nature of the service

NEW SERVICE PAPERWORK

If you are applying for new service, a field representative will set up a scheduled meeting with you at the property. During that meeting, a plan will be derived that will allow HCREMC to develop the necessary cost estimate and paperwork for the new line extension and service:

- **Application for New Service:** A standard form that gathers the necessary information to open a new account with HCREMC. A new application is needed for each new service, even if you already have one with HCREMC.
- **Membership Fee:** A one-time \$25.00 membership fee is required when you first become a member of HCREMC. This is not required for subsequent additional meters being requested under the same name.
- **Line Extension Agreement:** You sign this document to acknowledge you understand how HCREMC handles the new construction process and what costs are the responsibility of the applicant.
- **Account Deposit:** The HCREMC billing department proceeds with completing a credit check for each new member applying for service. Each new account is subject to an account deposit, the amount of which is determined by several factors.
- **Easement:** Henry County REMC will need to be given the legal right to utilize property in order to place facilities and provide service. The property's deed will be used to prepare an easement which will then need to be signed in the presence of a notary and which HCREMC will ensure gets recorded in the respective county.

IMPORTANT NOTE: Projects will *NOT* be placed in the construction queue until all paperwork is completed, payment is made in full, and the service entrance equipment is installed to satisfaction.



CONVERSIONS & UPGRADES

Upgrading the rating of an existing service or converting a service to underground, or a combination of the two, can result in various paperwork items needing to be completed prior to construction taking place. In some instances, it may also result in the need for a construction estimate to be paid. Those items can be some, or all, of the items listed under the “New Service Paperwork” section on the previous page. Your field representative will advise you on what is needed to complete your specific project.

Please note that in nearly all conversion or upgrade instances, a new easement is required and HCREMC will be needing you to provide a current copy of the recorded deed for each property impacted.

If for any reason a meter would need to be disconnected, it is important for you or your contractor to contact HCREMC to have the meter pulled. Any time a meter is pulled by someone other than a qualified HCREMC employee will fall under the company’s meter tampering policy and a fee will be applied.

SERVICE ENTRANCE EQUIPMENT

The service entrance equipment (commonly referred to as the meter base) is the responsibility of the applicant to provide and install in advance of construction being installed. We operate in numerous counties with varying local requirements for installation and inspection, but in general we mandate all service entrance equipment to be constructed to meet the requirements of the National Electrical Safety Code (NESC) and the National Electrical Code (NEC) without exception.

HCREMC reserves the right to refuse service to any service entrance equipment that is not built satisfactorily or when a blatant safety hazard is present. Please check with your local government to learn what your inspection requirements may be.

In most cases, construction will not take place or even be scheduled until satisfactory service entrance equipment is installed at the sight.

IMPORTANT NOTE: No exceptions to the NESC or NEC are allowed simply because a service is temporary in nature. Every installation, including temporary and construction services, must meet all requirements prior to HCREMC energizing the service.

SCHEDULING CONSTRUCTION

Once all paperwork, payment, and service entrance requirements are met then HCREMC will move your project out of the Engineering Department and into the Operations Department for utility locates completion, scheduling, and coordination. Lead times can vary greatly for several reasons and HCREMC makes no promises for when a project will be complete. Scheduling concerns can be directed to the HCREMC Operations Department by calling the Line Superintendent directly at 765-422-1130.

IMPORTANT NOTE: Please note that while HCREMC strives to leave projects in a workmanlike manner, we do not commit to returning property to its original condition. Remedial work, such as landscaping or smoothing out ruts, is not included in any HCREMC construction estimates and will be the responsibility of the applicant in nearly every situation.