



**SPRINGFIELD UTILITY BOARD**  
 1001 MAIN STREET  
 SPRINGFIELD, OR 97477  
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# COMMERCIAL/INDUSTRIAL ELECTRIC SERVICE CONSTRUCTION REQUEST FORM

## DEVELOPMENT INFORMATION

TYPE OF FACILITY:	Office [ ] Retail [ ] Food Store [ ] Restaurant [ ] Warehouse [ ]	SQUARE FOOTAGE: _____
	Medical Office/Health Care [ ] Other _____	
FACILITY OPERATING HOURS:	One Shift [ ] Two Shifts [ ] Continuous [ ] Other _____	
PROJECT/CUSTOMER NAME:		
SERVICE ADDRESS:		
PROPOSED CONSTRUCTION TIME SCHEDULE:		

## CONTACT INFORMATION

NAME:		COMPANY NAME:	
MAILING ADDRESS:		CITY/STATE:	ZIP:
PHONE:	CELL:	FAX:	E-MAIL:

## BILLING INFORMATION (If different than contact information)

NAME:		COMPANY NAME:	
MAILING ADDRESS:		CITY/STATE:	ZIP:
PHONE:	CELL:	FAX:	E-MAIL:

## ELECTRICAL SERVICE INFORMATION

OVERHEAD [ ] UNDERGROUND [ ]	SINGLE PHASE [ ] 3-PHASE [ ]
PANEL SIZE: _____AMPS	VOLTAGE: _____
TEMPORARY SERVICE NEEDED? Yes [ ] No [ ]	PRIMARY HEAT SOURCE: Electric [ ] Gas [ ]

## REQUIREMENTS

1. Electrical plans showing the breakdown of load types, motor/welder/HVAC sizes and total connected load for each service along with electrical one-line.
2. A scaled site plan showing preferred ground level service & meter locations is required.
3. One copy of site plans with information on phasing, contours, grades and landscaping.
4. Paving and sewer plans if applicable.

## AGREEMENTS

**IMPORTANT:** If the above data changes such that the design needs to change, there may be additional costs and a new application will be required.

## SIGNATURE (Must have signature to process)

SIGNATURE:	DATE:
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