

## Basic Information for Installing New Power Service

Before you have power installed to your new service, there are a few things you will need to have completed before we can schedule your work:

- **Service Type:** You will need to know if you are applying for Residential Service or Non-Residential Service. Residential Service is a single phase service installed for a customer and used for non-commercial purposes. Services that fall under this include homes, outbuildings, wells, temporary services for residential construction, and other non-commercial single phase installations. All other installations fall under Non-Residential.
- **Schedule an appointment with a KPUD Engineer:** At the meeting you will need to decide approximately where you want your meter base located. This is required in order to get an accurate measurement of the distance of the line.
- **Easement:** A photocopy of the full legal description of your property from your deed or title report including your tax ID number and full legal names of all property owners. KPUD will use this to prepare a Utility Easement for powerline construction and maintenance. The easement requires that we have a 10-foot right of way cleared on each side of the conductor. If installation of power to your property requires that we cross another property owner's lot, then Klickitat PUD will require an easement from each property owner affected. The standard charge of a 2 page easement is \$74.00.
- **Amperage:** you will need to decide on the Amperage size for your service. For Residential, the typical sizes are 200 or 400 Amp Services. You may need to consult an electrician to determine your amperage needs.
- **Electrical Permit/Inspection:** You will be required to submit an electrical permit. The permit is included in our packet, but charges and inspection arrangements will need to be coordinated through the Department of Labor and Industries. (*Please follow the instructions attached to the packet.*) If you are hiring an electrician, consult with them on permit issues.
- **New Customer Information:** We require that you complete a customer information sheet for Engineering and contact our Customer Service department to establish an account. They will then verify your identity and evaluate if a deposit will be required. Customer Service can be reached at (509) 773-5891 in Goldendale or (509) 493-2255 in White Salmon.
- **Payment in Full:** Line extensions costs must be prepaid. The amount will be quoted by the Engineers after the on-site visit and will be firm for 60 days.

If you qualify for the:

***Residential Service Option:*** The costs of installation are as follows:

Overhead costs:

- Actual costs of installation for all estimated construction costs greater than \$400.00.
- Transformers will have a 100% credit when upgraded based on the current standard unit cost at time of upgrade.

Underground Costs:

- Actual costs of installation for all estimated construction costs greater than \$400.00.
- Transformers will have a 100% credit when upgraded based on the current standard unit cost at time of upgrade.
- Trenching charges are a minimum of \$3 per foot with a minimum trench cost of \$300. The customer has the option of digging, covering, and restoring their own trench to KPUD specifications on their own property and will be credited for the cost of that portion of trenching if it was included in the estimate.

If you qualify for the:

***Non-Residential Service Option:*** The costs for installation are as follows:

- Actual costs of installation for all estimated construction costs, with a minimum cost of \$200.
- Transformers will have a 100% credit when upgraded based on the current standard unit cost at time of upgrade.
- CT metering fees may apply. A \$1.50 per AMP charge will be assessed to cover a portion of the metering and installation costs on all services with CT Metering.
- Trenching charges are a minimum of \$3 per foot with a minimum trench cost of \$300. The customer has the option of digging, covering, and restoring their own trench to KPUD specifications on their own property and will be credited for the cost of that portion of trenching if it was included in the estimate.
- Subdivisions and Developments: the developer will pay all estimated construction costs, and any additional costs as required

In some cases there may be other charges involved in installing a service to your location. Your Engineer will discuss any additional charges at your site visit meeting or in your letter. Some of the additional charges may include:

- Latecomer's fee: A fee of \$1.00 per foot; this fee could apply if the line you are connecting to was constructed within the last five years.
- Local Utility District (LUD) fee: Another possible charge is a (LUD) fee. This fee may need to be added if your property is located in certain areas within the county. The Engineer will determine if a fee will need to be assessed for your property location.
- Right of Way clearing fees: If Right of Way Clearing is required; we can arrange to have a contractor do this work for you, at your expense. If blasting, drilling, rock hammering or special conduit is required additional charges may also be added.

In Goldendale we schedule on Tuesdays and in White Salmon we schedule on Wednesdays. If all of your requirements have been met and your service is ready and approved by L&I by these dates, then your job will be put on the schedule on a first come first serve basis. Please keep in mind that we do schedule at least two to three weeks in advance. All of our jobs are subject to change due to weather, emergencies, or other conditions beyond our control.

This is a summary of our process from start to finish, a copy of our policies are available upon your request.

**Enclosed in your packet you will find the:**

Electrical Permit Application: You will need to fill out this application, following the instructions provided, and submit it to the address located on the application.

New Customer Information Sheet: If you are not an existing customer, we will need you to complete this form and return it to Engineering.

Utilities Coordinating Council Information (UCC): This information is for future reference should you be digging around your property. We strongly urge you to call the "800" number provided prior to digging.

Meter Reading Instructions: This information is for rural customers, they will be required to read their own meters and submit the information on a monthly basis.

Rate Schedule: Enclosed you will also find a rate schedule that gives you the basic monthly rates and price per Kilowatt-hour.

*(Our website has all of these documents as well.)*

We hope this information will be helpful in assisting you with your new project. Feel free to call our office should you have any questions or need clarification on any or all parts of the process. Shelby Manka or Luann Mata, are available Monday through Friday from 8:00 a.m. to 5:00 p.m. to assist you with your questions or direct you to an Engineer that should be able to assist you. The Engineering Office contact phone numbers are (509)

773-7612 or (509) 773-7638 and the engineering fax number is (509) 773-6431. You may also contact us by e-mail at [smanka@klickpud.com](mailto:smanka@klickpud.com) or [lmata@klickpud.com](mailto:lmata@klickpud.com)

Additional Contacts:

<b>Goldendale –</b>	(800) 548-8357	
<b>Engineering</b>	(509) 773-6431 ( <i>fax</i> )	
<b>Shelby Manka</b> Engineering Support Assistant	(509) 773-7612	<a href="mailto:smanka@klickpud.com">smanka@klickpud.com</a>
<b>Luann Mata</b> Engineering Administration Assistant	(509) 773-7638	<a href="mailto:lmata@klickpud.com">lmata@klickpud.com</a>
<b>Brandon Johnson</b> Staking Engineer	(509) 773-7615	<a href="mailto:bjohnson@klickpud.com">bjohnson@klickpud.com</a>
<b>Greg Fahlenkamp</b> Staking Engineer	(509) 773-7633	<a href="mailto:gfahlenkamp@klickpud.com">gfahlenkamp@klickpud.com</a>
<b>White Salmon –</b>	(800) 548-8358	
<b>Aaron Estey</b> Staking Engineer	(509) 493-9553	<a href="mailto:aestey@klickpud.com">aestey@klickpud.com</a>
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