



McMinnville Water & Light
Engineering & Operations Department
855 NE Marsh Lane - PO Box 638
McMinnville, OR 97128
(503) 472-6919 Office
(503) 472-5211 Fax

Commercial Service- Design Application

Prior to McMinnville Water & Light accepting the design application request, the following "Application Design Requirements" must be completed.

Design Application Requirements

- Completed *Commercial Service Design Application*.
- A \$100 non-refundable application fee is required for each request (\$100 for water and \$100 for power). The fee(s) will be credited to your project cost if you proceed with construction within 12 months of MW&L's acceptance of the design app.
- Site Plan including: all buildings, parking areas, sidewalks, other utilities, retaining walls, wells, fences, landscaping and the proposed transformer, metering location and proposed fire line location.
- MW&L will contact customer after application has been reviewed to schedule an on-site meeting. You will need to have the following items completed prior to site visit:
 - Property corners staked
 - Driveway staked
 - Building staked (if new)
 - Service Entrance staked (where utilities will enter building)
- Customer is required to notify other utilities for the installation of other facilities (NW Natural Gas- 1-800-422-4012, Comcast Cable- 1-800-266-2278, Frontier- 1-877-462-8188, City of McMinnville (sanitary sewer and storm)- 503-434-7312).

PLEASE NOTE: In some cases, where a contractor will be working on MW&L facilities, an "Extension Agreement" contract may be required depending upon the findings of the design requirements. In those cases, different requirements will have to be met.

Electric Service Requirements

The following documentation will be required prior to final design approval:

- Electrical One Line Diagram
- Switchgear Diagram (if applicable), incl. manufacturer, size (amps) and type of switchgear, CT bus bar and encl. dimensions

MW&L will contact customer to review design when complete.

Prior to energizing service, the following must be provided/completed:

- Payment for total job cost
- Call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Conduit Inspections must be completed and approved by MW&L prior to backfill. 24 hour notice is required. Please call 503-472-6919 x5.
- Road/ Driveway installed and capable of supporting heavy trucks
- Install the required customer-owned electrical service equipment
- Obtain an electrical permit/inspection from the appropriate governmental agency(s)
- Have permanent engraved placards with house #'s installed on multi-meter bases
- Obtain necessary survey for easement. Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

Water Service Requirements

MW&L will install all water services through two inch (2"), unless they are part of an extension agreement. MW&L will contact customer to review design when complete. Prior to energizing service, the following must be provided/completed:

- Payment for total job cost
- For customer/contractor provided work, call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Proper backflow installed, tested, and pass inspection
- Obtain necessary survey for easement. Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

Note: Any deviation from the electrical/water design once established, may result in incurring additional costs for re-design and construction may be delayed. It is the customer's responsibility to provide all the necessary MW&L requirements and specifications to subcontractors.

Thank you for closely following these steps to help ensure that your services are installed in a safe and timely manner.



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MW&L Use Only	
Date Rec'd:	_____
Date Application Accepted:	_____
Date Elec/Water Fee(s) Paid:	_____

COMMERCIAL SERVICE- DESIGN APPLICATION

Applicant Information (for billing purposes):

Business Name _____
 Contact Name _____
 ODL# _____ SS/Fed Tax ID# _____
 Office Ph _____ Cell Ph _____
 Fax # _____ Email _____
 Mailing Address _____
 City _____ State _____ Zip _____

Site Information:

Service Address _____
 Nearest Cross Street _____
 Parcel/Lot No(s) _____

Building Contractor Information:

Name _____
 Phone _____

➤ **ELECTRIC** **Electrical Contractor:** _____ **Phone** _____

Service Type: Commercial/Industrial Apartment Complex No. of units _____ Shop Other _____

Bldg Size Sq. Ft: _____ **Type of Business:** _____ **Service Entrance:** Size _____ Amps

Type: SC (self contained) CT (current transformer) Switchgear **Voltage** _____ / _____ **Phase:** 1Ph 3Ph

Type of Heat: Electric Gas Propane Other _____

Total Electrical Load in KW:

	<u>New</u>	<u>Existing</u>	<u>Voltage</u>	<u>Phase</u>		<u>New</u>	<u>Existing</u>	<u>Voltage</u>	<u>Phase</u>
Lighting	_____ KW	_____ KW	_____	_____	Water Heater	_____ KW	_____ KW	_____	_____
Outlets	_____ KW	_____ KW	_____	_____	A/C	_____ KW	_____ KW	_____	_____
Heating	_____ KW	_____ KW	_____	_____	Largest Motor	_____ KW	_____ KW	_____	_____
Cooking	_____ KW	_____ KW	_____	_____	Remaining Motor	_____ KW	_____ KW	_____	_____

List other types of loads in KW _____ **Total Connected Load** _____ KW **Est. Total Demand** _____ KW

Note: Lead-time for transformers can be 6 months or more.

Temporary Service: Yes No Size _____ Amps **Type:** SC CT **Voltage** _____ / _____

Underground Overhead **Note:** Temporary Service will be disconnected upon connection of permanent service unless otherwise requested.

MW&L provides for installed load, not future load

➤ **WATER** (*Backflow Required-MW&L to determine type*)

Domestic Water Meter Size: 3/4" 1" 1 1/2" 2" Other _____ Total GPM Req'd _____

Irrigation Water Meter: 3/4" 1" 1 1/2" 2" Other _____

Fire Line: Yes No **Size:** _____

Fire Hydrant(s): Yes No How Many _____

Existing Well: Yes No

Additional Comments: _____

A non-refundable application fee of \$100 for water and \$100 for power is required, and the Application Requirements on the cover page must be met before your application can be accepted. The fee will be applied to your project cost if you proceed with construction within 12 months of the accepted application date.

A Customer Processing Fee of \$22 will be collected on your first billing statement for each billing account established.

Your Social Security # will be kept confidential pursuant to ORS 192.505(2), ORS 192.502(4).

Note: Any deviation from the electrical/water design, once established, may result in incurring additional costs for re-design and material, and construction may be delayed. It is the applicant's responsibility to provide all the necessary MW&L requirements and specifications to the contractor.

I affirm that the above information is correct to the best of my knowledge. I have read and agree to the Commercial Service Design Application Requirements.

Applicant Signature _____

- APPLICANT MAY NOT AUTHORIZE A BILL TO A SECOND PARTY -

Date _____