



183 South 500 East
Vernal, Utah 84078

Dear Developer,

We look forward to providing safe and reliable electricity for your project. To help get the power flowing to your project in a more timely and efficient manner, we've created this helpful information packet. A step-by-step checklist of the electricity installation process and a customer information sheet are included.

If you have any questions, please contact our builder's hotline at 1-800-469-3981. Information is also available at www.rockymountainpower.net.

It's a pleasure to do business with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Rhees".

Scott Rhees
Distribution Manager

Rocky Mountain Power

Developer checklist

- Initiate a request by calling Rocky Mountain Power's Builder's Hotline at **1-800-469-3981**. All activities associated with your project will be tracked with the work request number provided. It will be helpful to have a copy of the Electric Service Requirements guidelines. They are available at **www.rockymountainpower.net/esr**.
- After you have obtained your request number, you will be contacted within two business days by a Rocky Mountain Power service coordinator. The coordinator will set an appointment with you to meet with the assigned estimator and discuss your project.
- When you meet with the estimator, please have the following items:
 - Completed customer information sheet (form attached).
 - Completed streetlighting installation/change request form signed by city or county representative (form attached). This form is required if the city/county will be responsible for monthly streetlight billings.
 - Copy of recorded plat.
- E-mail a copy of the AutoCAD file to your assigned estimator. Once your e-mail is forwarded to our mapping department, it will be posted on our system within 10 business days.
- Appropriate easements need to be provided on Rocky Mountain Power documents before our estimator can begin the design process.
- Once the necessary information is received, the estimator will begin the development design process. When your design is completed, you will receive a contract for your signature and for payment of fees. You must submit a signed contract and any required fees within 90 days of the date on the contract or your project may be closed. If it becomes necessary to update, change or redesign your project, you will be responsible for all associated fees.
- Materials are ordered upon receipt of signed contracts and any required payment. Lead times for some materials may be as long as 12 weeks.
- Once material is received you will be contacted by a Rocky Mountain Power representative who will inspect your job site for readiness. The representative will work with you to determine when Rocky Mountain Power crews will commence work.
- Rocky Mountain Power will begin work on your construction site when it is 100 percent ready for full construction as designed.

If you have any questions, please contact the estimator assigned to your project.

Key points to remember

- Ensure transformer pads and meter locations meet Electric Service Requirement guidelines.
- Install trenches and road crossings that match job design and are at proper depths.
- Provide proper shading material for direct-buried cable and surface-mounted equipment (see Electric Service Requirements page 28).
- Ensure conduit is not plugged or broken and does not have too many bends.
- Install schedule 40, gray conduit with pull rope capable of 500-pound test.
- Clearly mark property lines.
- Ensure that sweeps for surface-mounted equipment are at the required distance from back of the curb.
- Install correct elbows on conduit sweeps (see Electric Service Requirements page 25).
- Establish final grade with curb and gutter so that surface-mounted equipment is installed at proper heights and trenches at proper depths.

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Project process flow

Step	Who	Process
1	Developer	Developer submits conceptual development to city/county.
2	City/county	City/county engineer or planner discusses with developer land use requirements, zoning and infrastructure needs. City/county engineer or planner refers developer to utilities to obtain service letter.
3	Rocky Mountain Power	Rocky Mountain Power estimator confirms that power can be provided to the location and mails service letter.
4	City/county	City/county reviews route and impacts, refines the plat as needed and approves for planning and zoning commission meeting agendas.
5	Developer	Developer obtains necessary signatures on plat.
6	Rocky Mountain Power	Rocky Mountain Power signs plat.
7	Developer	Developer takes signed plat to city/county for planning commission meeting and approval.
8	City/county	Planning and zoning commission issues ruling with any conditions required. If proposal is rejected or materially changed, start at step 2 for revised project.
9	Developer	Developer records approved plat at city/county recorder's office.
10	Developer	Developer initiates request for electricity service by calling Rocky Mountain Power's Builder's Hotline at 1-800-469-3981 to get a work request number. Service must be requested in the name of the entity that Rocky Mountain Power will be working with throughout the project.
11	Rocky Mountain Power	Rocky Mountain Power will contact the developer within two business days of the request to set an appointment with a Rocky Mountain Power estimator.
12	Developer	Developer provides Rocky Mountain Power with load size, site plans and other information about the development project (a completed customer information sheet).
13	Rocky Mountain Power	Rocky Mountain Power estimator meets with customer to review information and provides developer with electric service requirements manual.

(continued)

COMMERCIAL / INDUSTRIAL CUSTOMER INFORMATION SHEET

Please complete this form and return to the estimator assigned to your job

Business Information

Name of customer's business: _____ Phone #: _____ Request number: _____
 Address: _____ Fax #: _____
Person responsible for advance and contract billing (if different than monthly billing customer):
 Address: _____ E-mail Address: _____
 Building square footage: _____ *Please breakdown into use (i.e. office, warehouse)*
 Hours of operation (include days & hours): _____

Service Description

Desired secondary voltage: 3 Phase 120/208v 3 Phase 277/480v
Note: Not all voltages may be available 1 Phase 120/240v 1 Phase 120v only Other
 Panel size (in amps): _____
 Nearest pole or equipment number: _____ Type of service desired: Overhead Underground
 Electrical contractor: _____ Phone #: _____

Load List (attach additional sheets if necessary)

Description	Phase and Voltage	New load to be added	Load to be removed	Total connected load after changes	Unit
HVAC					Tons
Exhaust fans					HP
Electric heat					kW
Water heating					kW
Lighting					kW
Outlets					kW
Office equipment					kW
Kitchen equipment					kW
Refrigeration equipment					Tons
Computers, magnetic power supplies					kW
Machinery					kW
Thermoplastic injection equipment					kW
Elevators					kW
Boiler					kW
Snow melting					kW
Signs					kW
X-Ray equipment					kW
Washer/dryer					kW
Gas/fuel/sump pump					HP
Small motors					HP
Air compressor					HP
Miscellaneous					kW
Heat exchanger					kW
Humidifier					kW
Swimming pool					HP
Largest motor (not included above)					HP
Future					kW
Totals (convert to kW)					kW

It is important to provide the most accurate information available, as it is used by the estimator to design Rocky Mountain Power's facilities and determine the customer's costs. Please sign and date this form before giving it to your estimator.

Customer Signature _____

Date _____

Note:

- You may wish to consult a trained professional (electrician, engineer, etc.) prior to providing the information to your estimator.
- Commercial metering can have many restrictions that should be discussed with the estimator prior to the purchase and installation of your metering equipment. There are also restrictions regarding master metering. If your plans call for master metering, please discuss this with your estimator.
- Motors larger than 35 hp three phase or 5 hp single phase will require approval by our engineering department prior to installation in order to determine the acceptable starting current.



