

NEW COMMERCIAL CHECKLIST

Welcome to the Guadalupe Valley! Below you will find a checklist detailing the order of events required to construct new electric infrastructure to your location. Please feel free to contact your GVEC commercial accounts manager with any questions you may have during this process.

ORDER OF EVENTS:

- All applicable zoning, surveying, city permits acquired by member
- Member submits to GVEC:
 - Commercial Request for Information
 - Expected load
 - Voltage & electrical requirements
- GVEC provides to member:
 - Cost estimate for construction
 - Required down payment (if applicable)
 - Route design/engineering/easement acquisition (can delay progress)
 - Final invoice & Membership Agreement
- Member submits payment and Membership Agreement to GVEC
- Construction of electric infrastructure
- Member's electrician constructs secondary service (before, during or after construction of GVEC infrastructure)
 - Member requests applicable City inspections
 - City notifies GVEC once inspection passes
- GVEC energizes service

GVEC RESPONSIBILITIES:

Electric infrastructure to site to include:

- Design, routing, easement acquisition and construction

Ordering and installation of:

- Transformer
- Metering Point/Current Transformer Metering
- Service pole

MEMBER RESPONSIBILITIES:

- Obtain property address, if needed
- All applicable surveying, zoning, city permits & inspections

Electrician Services:

- Install secondary electrical services as per National Electrical Code Standards beyond metering point
- Metes & Bounds (where underground services are required)