

Rental Light Work Order

Below is a checklist to assist you with your new construction project:

In order to expedite the assignment of your job to a staking engineer, complete the following:

- Property owner to complete and sign the "Application for Work Order" with accurate Service Address (assigned by the county)
- Complete the "Load Data Sheet", which contains crucial information to ensure an appropriately designed electric service
(if you need assistance filling out this form, consult with your electrician)
- Pay the required Design Fee (Credit card payments are not accepted for New Construction) \$300 non-refundable
- Provide the most current and recorded copy of Warranty Deed. Name on Warranty Deed must match name on application for work order.
- Letter of credit for new members who do not have established credit listing with LPEA

Submit the above by mail or at the office in Durango or Pagosa Springs.

Upon receipt of the above, the first available staking engineer will contact you to arrange an appointment to meet at the site to discuss your job. Please make sure property pins are in place or property boundaries are marked prior to this meeting.

After the on-site meeting, the staking engineer will draw your job, compute the construction cost, and contact you.

(NOTE: The cost you receive is good for 30 days.)

Job will be released to construction for scheduling after you complete the following:

- Sign and notarize necessary easements and contracts
- Pay construction costs (credit card payments are not accepted)
- Contact LPEA at (970) 247-5786 and ask to speak with the Line Superintendent, in Durango (La Plata County) or Pagosa Springs (Archuleta County), to coordinate scheduling for construction before you start trenching or clearing right-of-way. Be sure to reference your LPEA Work Order Number when you call.
- Clear right-of-way as required.

For Underground Line Extensions

Prior to digging trench, obtain:

- Existing underground utility locations with the Utility Notification Center of Colorado at (800) 922-1987 or 811
- Any required excavation permits
- Verify that trench location will be within dedicated right-of-way
- Dig your trench. All trenching must be per LPEA specifications. **(A \$600 fee will be charged to the customer if LPEA construction crews show up at the job site and the trench is not ready or if trench does not meet NESC depth specifications.)**

Notify the LPEA Line Superintendent that you are ready for construction to proceed.

LPEA extends line and installs electrical facilities to metering point. **You are responsible for everything past the metering point.**

Contact Colorado State Electrical Inspector to inspect your service; www.dora.state.co.us/electric

Contact LPEA to have your meter installed after:

- Trench has been backfilled (if underground electrical facilities are installed)**
- Your service has been inspected and green-tagged by the Colorado State Electrical Inspector
- Call La Plata Electric at 970-247-5786 with permit # from Colorado Electrical Inspector.
- LPEA energizes line and meter

