



## Commercial Service Application Instructions

### FOR NEW (NO PRE-EXISTING) ELECTRIC SERVICE, SINGLE AND THREE PHASE

1. THE FOLLOWING DOCUMENTS and FEES ARE REQUIRED TO INITIATE APPLICATION FOR SERVICE.
  - a. **PROOF OF OWNERSHIP.** A copy of ownership document for property on which service is to be located.
  - b. **COUNTY APPROVED SITE PLAN (Stamped by county) indicating location of meter base, APN, and street address.**
  - c. **NON-REFUNDABLE ENGINEERING FEE.** \_\_\_\_\_ \$150.00

**ALL COMMERCIAL APPLICATIONS FOR SERVICE WILL HAVE AN INITIAL NON-REFUNDABLE ENGINEERING FEE OF \$150.00. ADDITIONAL ENGINEERING, INSTALLATION, IMPACT, AND APPLICABLE LINE EXTENSION FEES WILL BE DETERMINED AFTER THE SITE MEET. CONSTRUCTION WILL NOT BEGIN UNTIL ALL FEES ASSESSED AFTER THE SITE MEET HAVE BEEN PAID.**

- d. **GENERAL SERVICE MEMBERSHIP FEE and DEPOSIT (In addition to Installation Fee).**  
If not currently a VEA member: \_\_\_\_\_ **\$10.00**  
A deposit is required. Minimum security deposit is \$300.00. A Credit Reference letter from another ELECTRIC utility indicating 12 months of good payment history will be accepted in lieu of deposit. Depending on energy load requirements, an additional deposit may be assessed after property site meet with VEA engineering personnel.
- e. **OR: PROPERTY OWNER RELEASE.**  
If installation fee is paid by Contractor/Builder, Property Owner must sign property release form. The account will then be opened in the name of the contractor/builder meeting account requirements. Upon completion and release by Building & Safety, account can be transferred to Property Owner when Membership and Deposit (unless waived) fees have been paid.
- f. **CONSTRUCTION APPLICATION FOR GENERAL SERVICE ELECTRIC SERVICE.**  
Print date, name(s) of person(s) listed on proof of ownership (deed, etc.), street address, city, site contact info, and Assessor's Parcel Number (APN) where indicated. Include service capacity (Amperage), and voltage requirements. Owner(s) grants and conveys to Valley Electric Association permission to provide access to install and maintain utility service facilities.
- g. **RIGHT-OF-WAY EASEMENT.**  
Each prospective member will also be required to execute a Right-of-Way Easement for their property and may be required to secure Right-of-Way Easements from adjacent property owners upon whose land it may be necessary to locate power lines to serve Valley Electric Association members.
- h. **GRADE CERTIFICATION FORM.**
- i. **SERVICE LOAD CALCULATION WORKSHEET.** See Chapter 2, National Electrical Code (NEC).

**NOTE:** *Applications mailed or dropped off at VEA's Office will be returned to the individual requesting the service if any forms are missing or improperly filled in.*

**NOTE:** Consumer shall acquire all necessary easements required to serve property.

**NOTE:** Consumer shall provide PROFESSIONALLY surveyed property corner stakes.

**NOTE:** Consumer is responsible for meter base, trenching, copper service conductor, conduit, and back-filling.

**NOTE:** Individual Sewage Disposal Systems require inspection and approval from the Nevada State Bureau of Health, (702) 486-5068 or in Pahrump, Dept of Bldg & Safety 751-3773, before meter will be energized.

**NOTE:** Department of Bldg & Safety, 751-3773, in Pahrump, requires a pre-final inspection of all structures before a meter will be energized, and services located in Clark County must have inspection sticker on meter base before energizing.

**NOTE:** Service entrance panels are to be pre-approved by VEA Engineering Department personnel.

#### MAIL PACKET TO:

Valley Electric Association  
PO Box 237  
Pahrump, NV 89041

#### FOR INFORMATION CALL:

Phone: (775) 727-5312  
PO Box 237 Fax: (775) 727-6320  
Toll Free: 1-800-742-3330 (from inside Nevada only)