

Indiana South commercial electric service/meter alteration application



Please complete this form if you need to alter an existing CenterPoint Energy Indiana commercial or industrial electric service and/or the associated meter. In order to process your request, please complete all required fields (*) and mail a copy of your completed application to: **CenterPoint Energy Energy Indiana South, ATTN: New Service Center, P.O. Box 209, Evansville, IN 47702-0209.** You may also submit your application via fax at **888-287-2770** or e-mail at **NewService@CenterPoint Energy.com.**

Important!

Before submitting your application, review the important information found on the last page.

Please consult your **professional electrical contractor** to ensure the information you include on this application is accurate and all required information (*) has been provided.

Need help?

For assistance, call **800-990-1930** to speak with a CenterPoint Energy representative.

APPLICANT

1. Applicant

Applicant name*		Point of contact name*	
Contact daytime phone*		Contact e-mail address	
()			
Billing address*	Billing city*	Billing state*	Billing zip code*
Are you the property owner?*	CenterPoint Energy account number for this service (if known)		
<i>If 'No', please have the property owner call to grant authorization.</i>			
Yes No			

SERVICE

1. Location information

Service address*		City*	State*	Zip code*
			IN	
County*	Township	Nearest major cross street	Subdivision	Lot number

2. Service request details

Service type*	Structure type*						
Commercial Industrial	Commercial house meter Production/industrial	Barn/pole barn Medical	Gas grain dryer Restaurant	Garage Warehouse	Hotel/overnight Other _____	Retail/office	Sign
Is this service part of a multi-unit project?*		Total current square footage of heated space*		Are you adding heated square footage?			
Yes No				No Yes (Provide Amount) _____			
Additional electric meters requested*				Preferred request completion date* (see last page)			
<i>If relocation only, choose '0'</i>				_____ / _____ / _____			
0 1 Other _____							

3. Customer-owned facilities

Please indicate if any of the following apply. If you make a selection below, please locate and mark the facilities prior to installation. **It is the customer's responsibility to mark all facilities prior to service installation—CenterPoint Energy is not responsible for damage to unmarked private facilities.** (Please read "Facilities" section on last page of this document before submitting your application.)

Customer-owned facilities* (check all that apply)						
Septic/sewer Sprinklers	Sewer lateral Private electric	Underground fuel tank Customer-owned cable	Well Other _____	Pet fence	Drains/downspouts None	
Potential surface obstructions*				Additional comments		
Concrete Shed	Asphalt Steep hill	Grass Other _____	Ditches/ravines None			

ELECTRIC SERVICE

1. Electrical contractor information

Electrician name	Electrician phone
	()

2. Existing electric service information

Existing electric service type*		Existing electric service size*		Existing electric service voltage*		Existing electric service phase*	
Underground	Overhead	100 Amps 400 Amps	200 Amps Other _____	120/240V 277/480V	120/208V Other _____	1 Phase	3 Phase
Existing electric meter location*				Reason for electric relocation and/or resize			
Example: 5 ft. north from southwest corner of the building				Example: Remodeling			

3. Electric equipment load

Please provide the electric equipment load information in the table below. If you do not know this information, please consult your professional electrical contractor. **You may submit your application without providing this information; however, it will be required before your order can be processed.**

Electric equipment type	Existing or new?	Number of units	kW per unit	Annual hours of operation
<i>EXAMPLE: 5-Ton AC</i>	<i>New</i>	<i>1</i>	<i>8 kW</i>	<i>1,200 (Annual cooling hours)</i>

4. Electric service and/or meter alteration

If this request involves altering your electric service/meter, complete applicable sections below.

a. Relocation of service

<p>1.</p>	<p>Preferred CenterPoint Energy electric meter location*</p> <p>Three items are required: (1) In the diagram at left, please mark one of the four boxes to specify the preferred location for your CenterPoint Energy electric meter; (2) Below, specify the distance (in feet) to the nearest corner of the building; and (3) Below, specify the distance (in feet) to the middle of the nearest street.</p> <p>2. Distance of electric meter to nearest corner of building: _____ ft.</p> <p>3. Distance of electric meter to middle of street: _____ ft.</p>					
	<table border="1"> <tr> <th>Is temporary electric service required?*</th> <th>If temporary service is required, has temporary saw service pole been installed?*</th> </tr> <tr> <td>Yes No</td> <td>Yes No</td> </tr> <tr> <td colspan="2">Pole must be installed within 75' of pole top transformer or 1' from a pad mount transformer.</td> </tr> </table>	Is temporary electric service required?*	If temporary service is required, has temporary saw service pole been installed?*	Yes No	Yes No	Pole must be installed within 75' of pole top transformer or 1' from a pad mount transformer.
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Yes No	Yes No					
Pole must be installed within 75' of pole top transformer or 1' from a pad mount transformer.						

b. Resizing of service

Complete this section only if your CenterPoint Energy electric service and/or the associated meter needs to be **resized**. If this request involves relocating and resizing your electric service/meter, complete this section and the "Relocation" section above.

Requested electric service type*		Requested service size*		Requested service voltage*		Requested service phase*	
Underground	Overhead	200 Amps 400 Amps Other _____	400 Amps Other _____	120/240V 277/480V	120/208V Other _____	1 Phase	3 Phase

IMPORTANT INFORMATION

Please review the following information before submitting your application:

Formal design requirements

If formal design is required, the lead time for installing electric facilities may be longer. Formal design is required if one or more of the following conditions are met:

- Greater than 400 amps
- 3 Phase
- If it requires more than one pole to be set
- Easements/permits required
- Length of service over 200 feet

If a formal design is required:

Our engineering department may contact you to discuss and/or schedule a site visit meeting to discuss the location of the meter(s), the service line route, the load sheet and easements. If an easement is required, you are responsible for providing the deed to the engineer that scheduled your site visit.

Installation site-ready checklist

The date that your site is ready determines when construction can start. The site is ready when the following criteria have been met:

- Site must be within 6" final grade
- Basement/foundation in and backfilled
- Clear 8' wide path
- Electric service install-meter socket(s) and riser installed
- Clearly mark/stake the location of all private underground utilities located on your property

Construction schedule estimated processing time is 4-6 weeks pending weather conditions, road restrictions, permitting requirements, property site ready and required permits have been obtained.

Meter sets and inspections

CenterPoint Energy may not install and/or connect meter(s) at time of service installation. Before we can connect you to CenterPoint Energy's natural gas and/or electric system, a house line inspection from your city or county may be required.

A credit check and deposit may also be required before meter(s) are connected.

If you are in an area that requires an inspection (see list below), you are responsible for contacting the county or city to set up the inspection. The inspector will contact CenterPoint Energy when the inspection is complete. If your area does not require a county inspection, contact CenterPoint Energy at 800-990-1930 to have a meter(s) installed once your electrician has completed work.

The following Indiana counties require an inspection:

- Posey County
- Spencer County
- Vanderburgh County
- Warrick County

If your preferred request completion date or site ready date changes, please contact CenterPoint Energy at 800-990-1930.

Facilities

By submitting this form, you are indicating that you have read and agree to comply with the following statement:

Prior to service installation and/or performance of improvement request by CenterPoint Energy, **You, as the property owner, are responsible for locating and marking all existing private buried facilities including sprinkler systems and septic facilities ("Facilities") at the Service Address provided above.** By submitting this Application, You agree to indemnify, defend, hold harmless and release CenterPoint Energy and its respective shareholders, directors, officers, administrators, managers, employees, servants, agents successors and assigns from or against any injuries, including death, damages, fines, claims, lawsuits, penalties or expenses, including reasonable attorneys' fees, arising from Your failure to locate and mark all of your Facilities at the Service Address provided above. This indemnification obligation shall not apply to the extent liability is caused by the negligence or wrongdoing of CenterPoint Energy. Please note that CenterPoint Energy is responsible for having utility facilities located at Your address prior to our installation of gas and electric facilities.

Checking order status

To check the status of your request you may contact us via email at NewService@CenterPointEnergy.com or by phone at 800-990-1930.

Programs and services are operated under the brand CenterPoint Energy by Southern Indiana Gas and Electric Company d/b/a CenterPoint Energy Indiana South.