



Kittitas PUD  
 1400 Vantage Hwy  
 Ellensburg, WA 98926  
 Phone: 509-933-7200  
 Fax: 509-933-7190

For best results, please open and complete in Adobe Acrobat.

# New Electric Service Application

A complete application, site plan, and application fee must be submitted for your project to be considered.

## PROPERTY OWNER

Current Legal Owner of Property	Contact Name (if applicable)	Title (if applicable)	
<small>Please note: Legal owner must authorize this project and delegate responsibility for the project if he/she will not be directly involved.</small>			
Mailing Address	City	State	Zip code
Phone	Email		

## PROJECT INFORMATION

Project Name / Address / Parcel Number	City	State	Zip code
Company or Individual Responsible for Construction	Project Contact	Project Role	
<small>Please note: This individual will be able to make decisions and receive account information until we are notified to remove them as an applicant on the service.</small>			
Mailing Address	City	State	Zip code
Phone	Email		
Service Requested on this Application: New Temporary Service Requested (Note: Temporary Service may remain connected for a maximum of 12 months before it must be replaced or disconnected.) New Permanent Service Requested: Is Temp Service installed?    No    Yes, date _____ Temp Service will    remain connected or    be removed. Alteration to Existing Permanent Service			
Service Type Requested: Overhead    Underground    Overhead to Underground Conversion			Desired Service Date:
Electric Panel Size:	200 Amps    320 Amps (400A Self Contained)	400/600 Amps (CT Service)	Other/Unknown:

Service Information must be provided to move forward with your project. Please contact your electrician for details if necessary.

## EXPECTED FINAL LOAD INFORMATION

Square Footage of Living Space:	Will there be additional outbuildings served on the same meter?    Yes    No    Square Footage: _____ <small>*If Outbuilding will have a separate meter, please include information with this application. An additional meter fee will apply.</small>		
<b>Primary Heat Source:</b> Electric    Natural Gas or Propane Other:	<b>Electric Heat Loads (check all that apply):</b> Electric Furnace/Baseboard/Wall Mounted Forced Air Heat Pump/Air Conditioner    LRC/LRA/Starting Current*:    Amps		
<b>Additional Electric Loads: (Please provide information for any appliance over 5000 Watts/5 Kilowatts (kW))</b>			
On-Demand Electric Water Heater    kW _____	Electric Car Charger    kW _____	Other: _____ kW _____	
Electric Clothes Dryer    kW _____	Other: _____ kW _____	Other: _____ kW _____	
Hot Tub/Pool/Sauna    kW _____	Other: _____ kW _____	Other: _____ kW _____	
<b>Large Motor Loads: (Items Over 2 Horsepower (HP))</b> <small>*LRC/LRA/Starting Current information can be found on the name plate of the unit or from the manufacturer</small>			
Well Pump    HP: _____ LRC/LRA*: _____ Amps	Item: _____	HP: _____	LRC/LRA*: _____ Amps
Item: _____	HP: _____	LRC/LRA*: _____ Amps	Item: _____

## ADDITIONAL INFORMATION

Will there be solar installed at this location?    Yes, provide proposed kW Output: _____    No
If Yes, Application for Inter-Connection of Alternative Power Generation and Power Purchase and Interconnection Agreement must accompany this application. Visit our Distributed Generation page at KittitasPUD.com for more information.
Will there be natural gas or propane installed at this location?    Yes    No
Will existing power facilities at the location require relocation or removal?    Yes (Mark on Site Plan and describe below)    No

## COMMENTS ABOUT REQUESTED PROJECT

Please note any additional information that will be helpful in processing your application. You may also attach additional pages to provide more information.:

## BILLING ACCOUNT INFORMATION

Same as Legal Owner	Same as Project Responsible Party	This information will be used to establish a billing account. It is your responsibility to keep all contact information up to date, both while your project is in process and following connection of service.		
As listed below:				
Company or Individual Responsible for Billing Account			Company Contact Name and Role	
Billing Address	City	State	Zip code	
Phone	Email			
Additional Individual(s) to be listed on Billing Account	Phone	Email		
Monthly statement preference (select all that apply):	Automatic payment method (select one, if applicable):		Please do not provide account information on this form. A Customer Service Representative will follow up to collect your account information for automatic payment.	
<input type="checkbox"/> email notification <input type="checkbox"/> paper statement	<input type="checkbox"/> bank account <input type="checkbox"/> credit or debit card			
<p>A billing deposit is required on new and existing accounts but may be waived with satisfactory payment history from your current utility provider. If at any time payment history become unsatisfactory, a billing deposit may be required on an existing account. The billing deposit will be credited to the account upon 12 months of on-time payment history in a row, or upon termination of service.</p> <p>You choose to provide:</p> <p style="padding-left: 100px;"> <input type="checkbox"/> payment of billing deposit (billing deposit amount is dependent on type and number of services)  <input type="checkbox"/> satisfactory payment history with Kittitas PUD or Letter of Credit from current utility provider         </p>				

**Electronic application submission is the preferred and most efficient method.**

- Please complete online or open and complete in Adobe Acrobat.
- Save a copy to your computer, and send as an email attachment to CustomerService@KittitasPUD.com.
- Please also include your site plan when emailing your application.

You may also drop off, mail or fax your application and site plan to our office at 1400 Vantage Hwy, Ellensburg.

A non-refundable application fee must accompany this application before it can be considered. Please visit the Charges and Fees Schedule page on KittitasPUD.com for our current application fee, or contact the Billing & Payments department with questions. If you are submitting your application electronically, a Customer Service Representative will contact the Project Contact listed for payment.

Upon submission of a complete application, site plan and application fee, your project will be forwarded to the Engineering department for project design and issuance of a Cost Proposal. Your application is effective until the installation of your service, but not to exceed the maximum time frame allowed in the current Line Extension policy. Please visit the New Service page on KittitasPUD.com for our full Line Extension policy and details on installation standards.

**Do not begin construction until you have received your project design and paid your Cost Proposal from the Engineering department.**

## APPLICATION AGREEMENT

This application is official notice to Kittitas PUD to begin all the needed steps to provide new electric service. If any of the above information is revised you must notify PUD in writing, and you may be responsible for additional charges related to engineering, construction, or other aspects of providing service. If there is a lack of progress or inactivity on your project and this project is canceled either by you or by PUD, you will be responsible for paying PUD actual costs incurred up to the time of cancellation.

You understand that when this application results in a service connection, the Billing Account Responsible Party listed above will be billed monthly according to the established policies and rates now in force or hereafter modified by the Kittitas PUD Board of Commissioners. You agree to accept responsibility for and to timely pay all amounts due under this account and to abide by all policies established by the PUD that are now in force or hereafter adopted and as they may be modified from time to time. In the event of a breach of this contract by the Responsible Party, the Responsible Party will be liable for damage or loss suffered by the District. You further understand that delinquent utility charges have the potential to become a lien against the property.

You understand that completing these boxes constitutes a legal and binding signature confirming that you acknowledge and agree to the above terms.

Legal Owner Signature (Typed Signature is Acceptable)	Date
Project Responsible Party Signature (Typed Signature is Acceptable)	Date
Billing Account Responsible Party Signature (Typed Signature is Acceptable)	Date

Billing & Payments Department office hours: 8am to 4pm, Monday to Friday  
 Engineering Department office hours: 8am to 4pm, Monday to Thursday  
 Operations Department office hours: 8am to 4pm, Monday to Thursday

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