

## **Butler REC**

### **New Electrical Service Request**

You may be planning to build a new house or shop, put in a water well or electric gate and need to have new electrical service setup. This document will outline the basic steps to get electrical service from Butler Rural Electric Cooperative.

1. First of all, you need to contact our office at 316-321-9600 and ask for the new build department. Here is some of the information you should have available when you call.
  - a. What you need electric service for. (New home, shop, well, gate, etc.)
  - b. If it's a home or building:
    - i. How big (square feet)
    - ii. Will it be total electric, gas, propane, other, or combination.
    - iii. What type and size of furnace or heat pump.
    - iv. What type and size of air conditioning unit.
    - v. What type and size of a hot water heater.
  - c. Any other electrical requirements. The more information you provide up front the better we can serve you.
2. Prior to our staking engineer going to your new location, we do require an Engineering Fee of \$150 to be paid in advance. This payment must be received in our office prior to any on-site visits.
3. After we receive the engineering fee, we will schedule a time for you to meet our staking engineer at your location to go over any specific needs. The staking engineer will do an initial design of what is needed to provide electrical service to your location. Please note that we build electric service to the meter. For electric service past the meter to the structure, you will need to contact an electrician. Butler REC has two master electricians with excellent reputations for the quality of their work and comparisons of cost.
4. The staking engineer will take this information back to the office and come up with what the estimated cost will be to build the electrical service to your location. Please understand that we charge what our actual costs are. We do not make any profit for the building of new electrical services. We strive to make the estimates as accurate as possible.
  - a. Note: Once the initial design is completed, if you wish to change this design, there will be an additional fee of \$75 per pole or span of underground that is affected by the change.

5. The staking engineer will contact you and review the estimates with you. Once you have approved the estimated costs, you will need to provide and/or complete the following paperwork.
  - a. We will need a copy of the building permit.
  - b. You will need to complete our Membership application.
  - c. You will need to complete our New Service Contract.
  - d. Easements will need to be signed.
6. At this point, we do require that construction costs be paid for, or arrangements made to make payments for the construction costs. Standard pay arrangements would require a 15% down payment (minimum of \$300) and monthly installments up to a maximum of 60 months.
7. ***We are almost ready to get to work.*** We will contact Kansas One Call so any utilities can be marked prior to any construction of power lines to your location. This process typically takes at least 3 days.
8. Now our construction crews can be scheduled to build your new electric service. The time this takes will depend on current backlogs and the size of your project.

We look forward to providing your new electrical service as well as serving you as a customer for many years to come.