

## Steps for New CMP Built Line Extension Overhead or Underground

Now that you have made the decision to have CMP build your line extension, this checklist will help you make sure that the necessary paperwork reaches CMP and your job stays on track!

- |  | <b>Complete</b>          |
|--|--------------------------|
| <p><b>1. Call CMP at 1-800-750-4000</b> (residential) or <b>1-800-565-3181</b> (commercial/industrial) to meet a CMP representative on site. Foundation must be staked and driveway must be staked and roughed in to support CMP's standard distribution construction and maintenance vehicles before this appointment can be made.</p> <p style="text-align: center;">Appointment Date/Time: _____</p>  | <input type="checkbox"/> |
| <p><b>2. Review Pricing Fact Sheet</b></p> <ul style="list-style-type: none"><li>• Charge for establishment of service</li><li>• Reallocation charge</li><li>• Underground service cable</li></ul>   | <input type="checkbox"/> |
| <p><b>3. If you want a telephone "landline", please contact your local telephone company for service.</b> If a pole must be installed, please notify your telephone company immediately – having their timely involvement may reduce the time required to provide your electrical service. The telephone company sets the poles in some service areas. If you are not having a "landline" installed, please contact CMP immediately to avoid any delays in your process.</p> | <input type="checkbox"/> |
| <p><b>4. Meet with CMP.</b> We will meet with you or your representative at your building site to determine construction required to serve you. Please bring your completed easement information worksheet or a copy of your deed to the appointment</p>   | <input type="checkbox"/> |
| <p><b>5. Return the following construction forms to your local CMP Service Center (in addition to the forms listed on the Permanent Electric Service Checklist).</b></p> <ul style="list-style-type: none"><li>1. Invoice Stub and Payment</li><li>2. Easements (signed by you and/or abutting property owner and notarized by a notary public), if applicable</li><li>3. New Electric Service Agreement</li><li>4. Maintenance Agreement (if applicable)</li></ul>          | <input type="checkbox"/> |
| <p><b>6. Schedule service enclosure inspection.</b> Once all items listed in step 4 have been returned to CMP and your electrician has completed installing the metering equipment, you or your electrician must call CMP to inspect the service enclosure. We will need access to the main breaker. Once the service enclosure passes inspection, we'll install the meter and send you a date that we will connect your service – and, <b>we'll guarantee it.</b></p>       | <input type="checkbox"/> |

**Your service is energized. Congratulations!**  
**We look forward to meeting your electricity delivery needs.**