



COMMERCIAL SERVICE APPLICATION

New Construction, Upgrade and Relocation Requests



Submit the following items to MEA via an office visit, email or direct mail to initiate a work order:

- Completed Application for Business Membership (required only if you have never been an MEA member or your previous membership has been inactive for more than 12 months).
- Commercial Service Application (this form) signed by a State licensed electrician or electrical engineer.
- Original notarized Right-of-Way Easement with legal description of property (notaries available in all MEA offices). Please note copies will not be accepted.
- Electric design by a licensed electrical engineer or electrician is required. This design shall include: design details (engineering calculations, one line diagrams, etc.), site layout, electric load information and construction timeline. At MEA's discretion, additional information may be required.

After your work order has been initiated, you will be assigned an Engineering Technician to design the connection from MEA's facilities to your meter base. They will contact you within two (2) weeks of being assigned your work order to discuss your power needs along with the design and construction timeline. Once the job design is complete, you will receive a construction estimate and a Letter of Agreement (if payment is required). You will have thirty (30) days upon receiving an estimate to make payment and return a signed Letter of Agreement to move your work order to the construction phase. If payment is not made within thirty (30) days, the work order may be terminated.

Additional information on the new construction process is available at www.mea.coop/new-construction/.

Please note, only cash or check payment is accepted. MEA does not accept credit card payment for new construction work orders.

MEMBER INFORMATION				
	BUSINESS NAME			
	PRIMARY PHONE	<input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME	SECONDARY PHONE	<input type="checkbox"/> CELL <input type="checkbox"/> WORK <input type="checkbox"/> HOME
	EMAIL ADDRESS			
	MAILING ADDRESS			
	SITE ADDRESS (IF DIFFERENT FROM MAILING ADDRESS)			
	CLOSEST MEA POLE NUMBER (IF KNOWN)			

	DETAILED DIRECTIONS TO SITE			
	ELECTRICAL CONTRACTOR/BUILDER (IF APPLICABLE)		ELECTRICAL CONTRACTOR/BUILDER PHONE NO	
ELECTRICAL CONTRACTOR/BUILDER EMAIL				

COMMERCIAL SERVICE APPLICATION (CONTINUED)

The information requested below is necessary for the proper design of your service. Information provided below must be approved by a State licensed electrician or electrical engineer. Please note: large scale commercial items that must be special ordered, may result in a delay of up to six (6) months.

Structure type:

- Office building Department store Mall Hotel/motel Cannabis grower
 Warehouse Farm/dairy Apartment/condo Industrial plant Other: _____

Structure details:

Occupied space square footage: _____ Warm storage (garage) square footage: _____
Number of units: _____ Total building square footage: _____

Service entrance type preference (unique service entrances may require pre-approval):

- Overhead
 Underground

Number of meters required:

Single Phase: _____
Three Phase: _____

Voltage requirements (check all that apply):

- Single Phase: 120/240 Volts
 Single Phase: 240/480 Volts (as approved by MEA Engineering)
 Three Phase: 120/208 Volts
 Three Phase: 277/480 Volts
 Three Phase: 120/240 or 240/480 Volts (as approved by MEA Engineering)
 Primary metered: 7,200/12,470 Volts
 Primary metered: 14,400/24,900 Volts

Load information:

NEC calculated existing demand: _____ kVA NEC future calculated demand: _____ kVA
Date future load to be energized: _____ Power factor: _____

Please refer to MEA Commercial Service Guide for construction requirements.

Certified Electrician/Engineer name: _____ Alaska license number: _____

Certified Electrician/Engineer signature: _____ Date: _____

MEA Palmer	MEA Eagle River	MEA Wasilla	Direct Mail	Email
163 E. Industrial Way Phone: 907-761-9300 Fax: 907-761-9352	11623 Aurora St. Phone: 907-694-2161 Fax: 907-689-9630	1401 S. Seward Meridian Parkway Phone: 907-376-7237 Fax: 907-761-9520	Attn: MEA Member Service PO Box 2929 Palmer, AK 99645	meacontact@mea.coop