

Ketchikan Public Utilities Service Checklist

- ☐ **Contact KPU Electric for electric service information, (907) 225-5505.**
 - ☐ **Complete and submit the Electrical Service Request form to KPU Electric electric.request@ktn-ak.us or 1065 Fair Street**
 - ☐ **Schedule and complete onsite visit with KPU personnel, (907) 225-5505.**
 - Have a KPU approved service route and entrance location.
 - Obtain utility easement agreement if required, (see page 3 of the Electric Service Manual, for more information).
 - KPU is not responsible for requesting, negotiating, completing, or recording a utility easement agreement.
 - All utility easement agreements must be filed with the Alaska Department of Natural Resources; please contact the Juneau Recorder's Office, (907) 465-2514
 - ☐ **Submit copy of site plan to KPU Electric.**
 - Commercial Accounts - Provide copies of submitted drawings and site plans.
 - ☐ **Obtain Zoning/Building Permits and address assignment if required.**
 - Outside City Limits, contact Ketchikan Gateway Borough Planning and Community Development Department. (907) 228-6610.
 - Within City Limits, the City Building Officials at the City of Ketchikan Public Works Department, (907) 228-4727.
 - ☐ **Visit KPU Customer Service, 2417 Tongass Ave, Suite 119D. (907)225-1000**
 - Pay Estimate provided by KPU Electric Division.
 - **If you are installing new electrical service or adding additional meters to an existing service:** Setup a new electric service account. *Please bring a copy of your address assignment and zoning permit with you.*
- **If upgrading existing service, please contact KPU Electric to have service drop disconnected.***
- ☐ **Obtain an inspection**
 - Within City Limits, contact City Building Officials for a Blue Tag, (907) 228-4727. After approved inspection, contact KPU Electric when ready for connection and meter installation, (907) 225-5505.
 - Outside City Limits, Contact KPU Electric to verify the electric service is ready for connection, (907) 225-5505.

COMMERCIAL/INDUSTRIAL (NON-RESIDENTIAL) ELECTRICAL SERVICE REQUEST

Submit completed form to KPU Electric electric.request@ktn-ak.us or 1065 Fair Street

Customer Information

Name: _____

Address or Location of Service: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Contractor Information

Contractor/Point of Contact: _____

Email Address: _____ Phone Number: _____

Type of Request

- ☐ New Service ☐ Upgrade ☐ Relocation
- ☐ Overhead ☐ Underground ☐ Combination Overhead/Underground
- Meter Base Mounting:
- ☐ Building ☐ Meter Pole/Post ☐ Pedestal ☐ Padmounted Enclosure

Electrical Service Information

- ☐ Single-Phase 120/240V ☐ Three-Phase 120/208V Wye ☐ Three-Phase 277/480V Wye ☐ Three-Phase 240-480 Delta
- ☐ Three-Phase 120/240V Delta ☐ Single-Phase 7.2kV (Primary Metered) ☐ Three-Phase 12.47kV (Primary Metered)
- ☐ 200 Amp ☐ 400 Amp ☐ 800 Amp ☐ Other: _____

Provide:

- ☐ Electrical Plans & Drawings (including Electrical One-Line)
- ☐ Load Calculations ☐ Temporary Construction power

Will there be a back-up generator installed? ☐ Yes ☐ No

Number of Meters: _____

Estimated date service is required to be complete: ____ / ____ / 20____

Property Information

Survey Number: _____ Block: _____ Lot: _____

Plat Number: _____

Are property corners surveyed and marked? ☐ Yes ☐ No

☐ Site Plan with proposed metering location

For property information, contact the Ketchikan Gateway Borough Planning and Community Development at (907) 228-6610.

Other Information and Notes

Signature: _____ **Date:** ____ / ____ / 20____