

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 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

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____