



Pend Oreille County Public Utility District

Administrative Office – PO Box 190, 130 N. Washington Ave., Newport, WA 99156
(509)447-3137 • (509)446-3137 • (509)242-3137 • FAX: (509)447-6370 • information@popud.org

UPGRADE OR RELOCATION APPLICATION

Applicant Information

Applicant: _____ Phone: _____ Email: _____

Co-Applicant: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Legal Owner(s): _____ Phone: _____

**Must supply copy of recorded Deed or Contract. If under Contract, please refer to application instructions.*

Existing Service Information

Service Address: _____ City: _____ State: _____ Zip: _____

Customer Account #: _____ or Meter #: _____

Pole / Transformer #: _____ or Mile Post #: _____

Describe Changes: _____

Service Size: 60 Amp 100 Amp 200 Amp Other _____

Service Voltage: 120/240 Other _____

Service Wire: Overhead Underground

Primary Wire: Overhead Underground

Proposed Service Information

Service Size: 200 Amp 400 Amp 600 Amp Other _____

Service Voltage: 120/240 Other _____

Service Wire: Overhead Underground

Primary Wire: Overhead Underground

Please Read Before Signing – by signing, you agree to the following terms

The undersigned hereby applies for service at the premises described above, and agree(s) to pay the established rates and fees now in force or hereafter modified by the District. Service will continue until the District is notified to terminate or upon action as taken by the District for nonpayment of the account(s) in accordance with District policies. In the event action is taken by the District to collect any delinquency in payment, venue shall rest in Pend Oreille County, Washington, and the applicant(s) agree(s) to pay all amounts due, including but not limited to, late charges, interest, and any reasonable sum as attorney fees and costs associated with any such action as outlined in the Credit and Service Policy. **I have received a copy of the credit and service policy and agree to the terms and conditions therein.**

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

All signatures are required before application can be processed.

LINE UPGRADE APPLICATION GENERAL INSTRUCTIONS

ENGINEERING FEE NOT REQUIRED

1. Service upgrades only apply when district facilities are located on or adjacent to customer property, the intended meter site is within 150 feet of District electric facilities, and the applicant is a customer served by those existing facilities.
2. Please complete the form in its entirety. Incomplete forms will not be processed.
 - The applicant must provide customer number as shown on billing statement.
 - Mailing, service, and billing addresses are required. Service address must be a street or route.
 - The nearest pole number to the intended service location should be obtained, if possible, to facilitate the District's locating the service.
 - A home or message phone is requested to ensure timely responses.
 - Please indicate the service upgrade desired. The District, will alter secondary services to accommodate customer service upgrade with a minimum charge for a service extension being based upon 50 feet. No transformer contribution will be required for electrical panel increases up to 200 amps. However for any electrical panel increase from 201 amps to 400 amps, there will be a transformer contribution of \$600.00 for an overhead pole-bolted transformer and \$700.00 for a pad mount transformer. Also, for any electrical panel increase to above 400 amps, the customer will pay for the complete cost of the transformer. In the case of upgrading overhead facilities to underground facilities, the customer will pay a riser fee and secondary pole set, as appropriate, and provide the trench necessary to install the conductor as directed by the District's Field Engineer.
 - Sign and date the application.
3. Submit by mail or in person the completed application form.
4. After submitting the required documents and fees, applicant, or authorized representative, must make an appointment to meet at the intended service location with the District's Customer Service Engineer. The appointment is necessary to determine service location, property boundaries and other pertinent factors in determining the needs of the Applicant. Appointments are available Tuesdays and Thursdays for AM and PM scheduling. Thursday is normally reserved for areas north of Cusick. Other times may be available by special arrangement.
5. Prior to the District's completing its work, applicants are to provide an approved electrical service. This necessitates contacting the Department of Labor and Industries' (L&I) Electrical Safety Division and obtaining a permit.
6. A work order shall be issued upon receipt of full payment and required forms. The payment initiates the process of completing staking sheets and obtaining other required easements and/or road permits. Securing permits may take up to sixty (60) days. Securing easements is dependent upon the willingness and accessibility of the property owner(s) providing the easement. The District will endeavor to expedite the process in all regards. You can contact the District with questions or concerns at (509) 447-3137, (509) 446-3137, or (509) 242-3137.

***Real Estate Contracts – if you are providing a real estate contract, the contract must specifically state the purchaser has authorization to make changes and add utilities to the property. If the contract does not state this authorization, you must obtain a signed, notarized document from the seller, granting such authorization.**