

SAN PATRICIO ELECTRIC COOPERATIVE, INC.
361-364-2220 or 888-740-2220

New Construction Procedures

1. Each Customer will read and sign a “New Construction Procedure” form. A copy of San Patricio Electric’s applicable line extension policy will be provided if necessary.
2. Upon completion of the initial contact, one of the following steps will be taken:
 - A. If construction is required, and there is no charge for the new service, San Patricio Electric will notify the customer. Upon completion of the member application, new construction procedures, energy use survey, permit (if required), and easement agreement (if required); the construction will be scheduled. The applicable connect fee will billed.
 - B. If a construction charge is necessary (estimate exceeds the construction credit), the customer will receive an estimate of construction charge. Additional paperwork as required will be completed. Estimates usually take 15 to 20 days to complete. Easements can take as long as 120 days (state or federal land). Normally, the customer obtains the necessary easements. If San Patricio Electric works on the easements, the customer will be charged at cost.
3. The customer is responsible for hiring an electrician to complete all work on the customer’s side of the meter. **The customer is responsible for having the meter loop at the site before the final inspection can be done. If the meter loop is not present at the initial final inspection or does not meet San Patricio Electric’s specification, a service fee will be charged since another trip will have to be made for any additional final inspections.** San Patricio Electric does offer electrician services to complete the meter loop, final wiring to the house and utility service and electrical repairs. There is a cost for this service.
4. Upon receipt of the Customer’s construction and related fees, San Patricio Electric will review the completed electric service agreement, easement agreement and other documentation as required. **When all documentation is completed and all applicable fees are received, San Patricio Electric will conduct a final on site inspection and complete the final staking sheets.** This normally takes 5 to 7 business days.
5. San Patricio Electric will schedule the work after the following conditions are met:
The customer has paid the required charges for deposit, construction and connection.
All agreements for electric service, membership applications and easements are completed.
All line locations as required by State law, Utilities Code Title 5, Chapter 251 are completed.

The work is scheduled after all the necessary paperwork and final inspection is completed. Construction will normally be completed within 7 to 10 business days.

Customer signature: _____
Date: _____