

NEW CONSTRUCTION CHECKLIST

For an A&N Electric Cooperative engineer to make a site visit for the purposes of establishing a new service to a house, pedestal, lot or property the following items are required:

1. The lot must be cleared with a path to the meter location.
2. If service is for a new home or structure, the structure must be flagged on the lot, footers installed, or the structure built.
3. Well and septic must be marked on the lot and a site plan should be emailed to engineering@anec.com if possible.
4. The meter socket must be installed by the builder, electrician or the cooperative member. Then it is the member's responsibility to have the meter socket inspected by calling the Northampton and Accomack County Inspector at 757.709.1025. For the town of Cape Charles call 757.331.3259 Ext. 22.
5. All temporary services must be within 5 feet of the permanent meter socket location to avoid additional fees.
6. A completed Load Letter will be required prior to an engineer releasing a pricing estimate to the member for services sized 320 AMPS or greater, or any non-residential requests. Email completed Load Letter to engineering@anec.com.
7. New co-op members are required to submit a completed Service Application and Membership Application to the cooperative.

PROCESS FOR A NEW CONSTRUCTION REQUEST

- The new construction request is assigned to an engineer to make a site visit. The engineer may visit the site first to survey the site before calling with questions or to coordinate a meeting if needed. The engineer may contact the member's contractor and/or electrician if that information is provided.
- Once the engineer has visited the site and the design is complete, an invoice and any additional paperwork will be mailed to the member.
- Once the cooperative receives the proper payment and paperwork, a work order will be created.
- The meter socket must be inspected. (See item 4 above)
- Once the cooperative has received the electrical inspection the work order will be released to construction.
- The cooperative is required, by law, to contact Miss Utility (811) for any installation of a pole or underground wire to locate any facilities that could be in the installation path or area.
- Miss Utility locates can take 5-7 business days to complete before the construction department can schedule the job.