



**BRAINERD PUBLIC UTILITIES
COMMERCIAL
MULTI-UNIT
ELECTRIC SERVICE AGREEMENT**

Service Address _____
Customer Contact _____ Phone _____ Email _____
Electrical Contractor _____ Phone _____ Email _____
Building Contractor _____
Utility Bill To Be Paid By _____ Billing Address _____

++++A 2 WEEK NOTICE IS NEEDED TO SCHEDULE WORK++++

BUILDING CRITERIA

Type: Commercial _____ Multi-Unit _____ **Building Area:** New _____ Sq. Ft. Existing _____ Sq. Ft.
Site Plan: Enclosed _____ Separate Cover _____ Not Available Until Later – Date plan will be available _____
Scope of Project _____

TEMPORARY SERVICE

Voltage: 120/240 _____ 208Y/120 _____ 480Y/277 _____ **Phase:** Single _____ Three _____ **Service Entrance Size:** _____ Ampere
Date Requested: _____

PERMANENT SERVICE CHARACTERISTICS

Voltage: 120/240 _____ 208Y/120 _____ 480Y/277 _____ **Phase:** Single _____ Three _____
Service Entrance Size: _____ **Service Conductors Size:** _____ **Number Per Phase:** _____
Metering: Single _____ Multiple – If multiple, number of meters and size of services _____

PROJECT LOAD DATA

Indoor Lighting _____ KVA
Outdoor Lighting _____ KVA
Electric Heating _____ KVA
Motor Loads _____ KVA
Air Conditioning _____ KVA
Receptacles _____ KVA
Computers _____ KVA
Misc. Equipment _____ KVA
Cooking _____ KVA
Other _____ KVA

Total Conn. Load _____ KVA
Est. Future Load _____ KVA

AIR CONDITIONING

Number of Units _____ Size in Tons _____
Number of Units _____ Size in Tons _____
Number of Units _____ Size in Tons _____
Number of Units _____ Size in Tons _____

Largest Motor _____ HP

MOTORS

Continuous Operation _____ HP
Semi-Continuous Operation _____ HP
General Purpose _____ HP
(Elevators, Machine Shop, Etc.)

Brainerd Public Utilities (BPU) agrees to install underground/overhead electric service extension lines and transformer for the purpose of furnishing electric service to the commercial or multi-unit building in accordance with the following terms and conditions:

1. Address of building _____
2. The customer shall pay BPU \$_____ or submit an irrevocable letter of credit prior to the initial installation of electrical service to the building.
3. Installation shall commence upon receipt by BPU from the customer of the following:
 - a. Preliminary and final site plan showing the electric and water service location, scaled on 11/17.
 - b. A completed Electrical Permit filed with the State of MN.
 - c. A two week notice of when BPU can start the project.
 - d. A one week window of time to install project before curb and gutter or blacktop are completed.
 - e. Project is to within 4" final grade and all obstructions have been removed.
 - f. Lot corners are in, either temporary or permanent.
 - g. Storm sewers, catch basins, manholes, and main water valves are located and shown to BPU.
 - h. Water and sewer stubs are marked.
 - i. BPU will supply drawing, but it is the customer's responsibility to pour the transformer pad.
 - j. For three phase installation, 50% of the installation cost will be assessed. For single phase installation, 50% of the installation will be assessed; but not less than current connection fee per BPU Fee Schedule.
 - k. Meters will be banked and located as near as possible to the service entrance switch on the **OUTSIDE OF THE BUILDING** so meters are accessible to BPU staff without entering premises. Apartment building meter banks may be placed in a qualified interior room **WITH PRIOR UTILITY APPROVAL**. Meters shall be permanently marked identifying metered area. SERVICE SIZE: _____ Amps SERVICE VOLTAGE: _____ NO. OF ELECTRIC METERS REQUESTED: _____ CT METERING: _____ DIRECT METERING: _____
4. Between November 1st and April 15th, BPU will provide frost trenching for an additional charge per the fee schedule. Frost trenching must be done by BPU unless prior approval is given by BPU.
5. The electric line installed by BPU shall remain the property of BPU and the payment made by the customer shall not entitle the customer to ownership interest or rights therein.
6. BPU shall not be responsible for delays in making installation caused by inability to obtain materials or other unusual conditions not under its control.



BPU's Electric Service Standards are available at www.bpu.org or the BPU Service Center.

If this agreement is not filled out completely and the necessary forms are not attached, the agreement will not be approved until all information is received.

The undersigned acknowledges that the above information is correct and that all work is done in compliance with BPU's Electric Service Standards, any exceptions must be approved by BPU's Operation Manager.

Signature Date

	FOR OFFICE USE	
ACCOUNT NO. _____	FEES PD _____	BILLED A/R _____ WORK ORDER NO. _____
APPROVED BY _____		DATE _____