



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

Service Address \_\_\_\_\_ Parcel ID \_\_\_\_\_  
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 1<sup>st</sup> and April 15<sup>th</sup>, 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](http://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 _____	