

✔ Electrical Service Request Checklist

Step 1 – Electric Application

Complete **Form 1R (Residential)** or **Form 1C (Commercial)**

- Provides service details and billing information.
- Attach a **site plan or sketch** plan on application
- After review, BPU will send **Form 1Q (Quote Agreement)** for signature.
- If costs are listed, **prepayment may be required** before scheduling.
- A BPU representative may request a site visit to determine the best options for your electrical service

Step 2 – Submit Paperwork

Email **signed copy of Form 1Q** (Quote Agreement to: repair@bpu.org) **You can call in the payment (if required) or mail a check.**

Electrical Inspection (EI) must be filed with the MN Department of Labor & Industry: <https://www.dli.mn.gov/business/electrical-contractors/electrical-inspector-directories>

Send a **copy of the EI** to BPU at Repair.org or drop off at: **BPU Business Office** | 8027 Highland Scenic Rd.

⚠ Incomplete or missing forms will delay approval and project scheduling.

Step 3 – Schedule Work

Allow **at least 2 weeks' notice** after all paperwork is received.

FOR OFFICE USE

APPROVED BY	Date
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