

# LINE MODIFICATION - EXISTING

our mission is our members



Dear Applicant:

Thank you for contacting Inland Power & Light and inquiring about a modification to your existing electric service. We have provided the following checklist to assist you in providing the correct documentation **required** to process your application. Additional information can be found in Inland Power & Light's Electric Service Handbook at [www.inlandpower.com](http://www.inlandpower.com).

## **BEFORE ENGINEER MEETING**

- ☐ **The following fees: (We accept cash, check or money order or credit/debit card)**
  - \$250.00 Non-refundable engineering fee
- ☐ **New service application, New membership agreement & site drawing worksheet (Lack of signed form by all applicants will stop the application process—the job will not move forward without this form).**

## **AFTER ENGINEER MEETING - PRIOR TO SERVICE INSTALLATION**

*Check with your engineer to see if these documents will be needed*

- ☐ **Copy of one of the following legal descriptions:**
  - Recorded warranty deed
  - Schedule A of Final Title Insurance Policy
  - Quit Claim Deed

*Please attach to the enclosed easement; this will be used as Exhibit A.*
- ☐ **Notarized Easement**
  - Individual Easement(s) enclosed in packet.
  - All legal property owners need to sign this document *exactly as their name(s) appear on the property deed*. IPL has a Notary available.

*\*\*\*Member shall not begin job prep prior to the engineer meeting.\*\*\**

## **AFTER SERVICE INSTALLATION - PRIOR TO ENERGIZING SERVICE**

- ☐ **Electrical permit and proof of approved state inspection**
  - Proof of passed state inspection can be either a meter base inspection sticker or an emailed approval notice from state inspector.
- ☐ **Caution tape must be added to ditch per Inland Power specifications** (unless overhead service)
- ☐ **Ditch must be completely back-filled by the member** (unless overhead service)

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
[newservice@inlandpower.com](mailto:newservice@inlandpower.com)

Design Dept. Phone:  
(509) 747-7151  
FAX (509) 789-4229

# LINE MODIFICATION - EXISTING

our mission is our members



## Member Information

\* ALL FIELDS ARE REQUIRED

\* Applicant's Name(s): \_\_\_\_\_ \* Email: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Phone Numbers \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

\* Schedule on-site engineering appointment with: ☐ Applicant ☐ Contractor

Phone Number \_\_\_\_\_

## Service Information

\* Site Address: \_\_\_\_\_ \* Tax Parcel ID#: \_\_\_\_\_

\* City, State, Zip: \_\_\_\_\_

Gate Code: \_\_\_\_\_ \* County: \_\_\_\_\_

\* Closest IPL pole#/Distance: \_\_\_\_\_

## Building Contractor Information

\* Name: \_\_\_\_\_ \* Phone#: \_\_\_\_\_ \* Email: \_\_\_\_\_

\* State Licensed Electrician: \_\_\_\_\_ \* Phone#: \_\_\_\_\_ \* Email: \_\_\_\_\_

## Type of Service Requested

☐ Overhead to underground \* Electric Panel Size: ☐ 200 ☐ 400 ☐ Other \_\_\_\_\_

☐ Relocate

☐ Upgrade Service Size

☐ Other

Comments: \_\_\_\_\_

I affirm that the above information is correct to the best of my knowledge. I understand that any changes I makes could result in additional costs and delays in the installation of service.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Application date

For office use only

Engineer: \_\_\_\_\_ Area: \_\_\_\_\_ Appt: \_\_\_\_\_

WO# \_\_\_\_\_

Fee Paid \_\_\_\_\_

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
newservice@inlandpower.com

Design Dept. Phone:  
(509) 747-7151  
FAX (509) 789-4229

# LINE MODIFICATION - EXISTING

our mission is our members



- The cost quote is valid for thirty (30) days from the date issued.
- All electrical services need to comply with the requirements of IPL Electric Service Handbook, current IPL policies and procedures and all state electrical codes.
- Unusual or unforeseen conditions may increase the project cost substantially. The applicant or member shall solely assume the risk of any and all increased costs resulting from any such unusual or unforeseen conditions. Should such circumstances arise during construction, the applicant will be notified of their options and cost to complete construction.

**To the best of my knowledge, information and belief, the information set forth within this application packet including, but not limited to the contribution and aid of construction option, is true, accurate and correct. In the event any such information is later deemed to be inaccurate or incorrect, Inland Power and Light reserves the right to recover the full amount of any resulting increase in costs and/or damages from the Applicant and Applicant agrees to pay the same.**

---

*Signature*

---

*Date*

---

*Signature*

---

*Date*

For office use only

SO#: \_\_\_\_\_

WO#: \_\_\_\_\_

Member#: \_\_\_\_\_

Service Location: \_\_\_\_\_

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

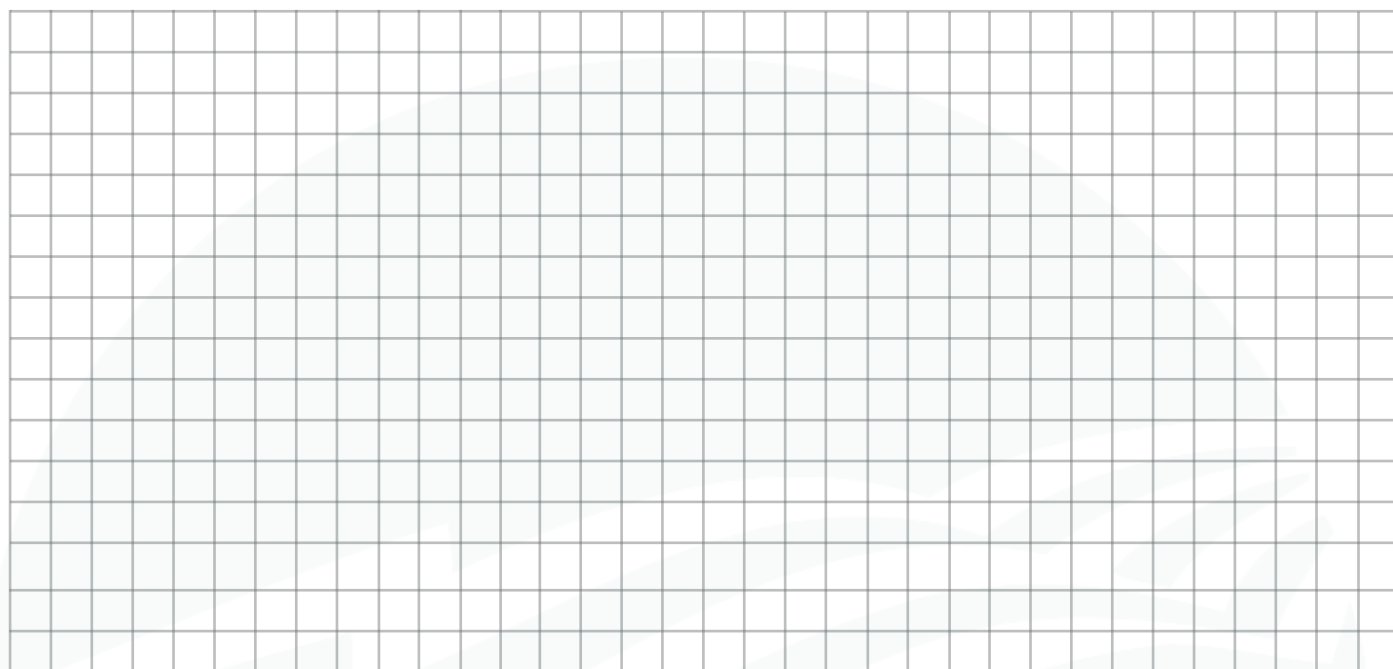
Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
newservice@inlandpower.com

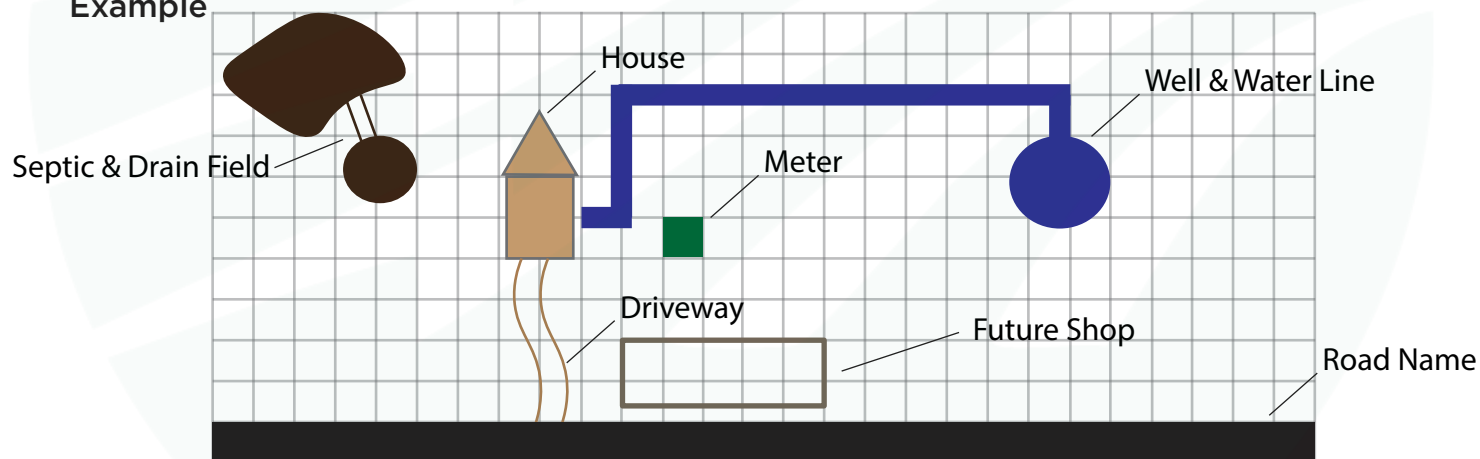
Design Dept. Phone:  
(509) 747-7151  
FAX (509) 789-4229

# LINE MODIFICATION - EXISTING

our mission is our members



## Example



**Please use the above area to provide a drawing your construction site.**

Include all of the following in your drawing if applicable:

- Nearest public road or driveway and distance to proposed home site.
- Proposed or existing home site and meter base location
- Proposed or existing drain field and septic tank
- Proposed or existing well and/or waterline location
- Location of any other existing or future structures on property

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
[newservice@inlandpower.com](mailto:newservice@inlandpower.com)

Design Dept. Phone:  
(509) 747-7151  
FAX (509) 789-4229

# LINE MODIFICATION - EXISTING

our mission is our members



In order to prevent delays in scheduling your new service job and to avoid problems with recording your easement with the county, please read the following easement instructions.

- ***Do not alter or write in the margins, this includes your signature.***
- We cannot accept faxed, copied or emailed easements.
- For each easement; a copy of the recorded Statutory Warranty Deed, Deed of Trust or Quit Claim Deed is required to show proof of property or ownership. The documents must include the tax parcel number and legal description of property.
- **Do not print the easement double-sided.** Please print on two separate pages.
- Any attachments must have 1" margins on all four sides. Maps must be legible, black and white (no color) and not have any lines or dashes that cover the text. All fonts used must be legible.
- All legal property owners must sign the easement. (Those names listed on the Warranty Deed)
- The signatures must be notarized. (IPL has a notary available)
- Please inform your notary that the stamp must be legible and not placed over any part of the written document otherwise the county will not record the easement. The bottom 1/4 of the signature page is reserved for the notary stamp.

**Please note when printing the easement off our website, your easement will not be accepted if font is less than eight point, if any part of the text is not legible or if the margins do not meet recording specifications.**

**If the easement is not recordable your job will not be released to construction for scheduling until a proper easement is received.**

Physical Address:  
10110 W Hallett Rd.  
Spokane, WA 99224

Please mail application to:  
PO Box A  
Spokane, WA 99219

Email:  
[newservice@inlandpower.com](mailto:newservice@inlandpower.com)

Design Dept. Phone:  
(509) 747-7151  
FAX (509) 789-4229