

# NEW SERVICE APPLICATION

our mission is our members



Dear Applicant:

Thank you for contacting Inland Power & Light and inquiring about a new electric service. We have provided the following checklist to assist you in providing the correct documentation which is **required** in order 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), which is located under "Construction Services" at the bottom of the "New Construction Services" page.

## **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.

**\*PLEASE NOTE: The notarized easement must be an original document.  
An emailed or copied version will not be accepted.**

*\*\*\*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)

**Note: If a permit is required, it will be submitted after payment is received, which can also delay the job scheduling process.**

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) 252-4564  
FAX (509) 789-4229

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## Member Information ALL FIELDS ARE REQUIRED, UNLESS OTHERWISE NOTED

Applicant's Name(s): \_\_\_\_\_ Member #: \_\_\_\_\_  
(if existing member)

Secondary Applicant's Name (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Alt Email (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Primary \_\_\_\_\_ Alternate (if applicable)

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(if applicable) (if applicable)

Schedule on-site engineering appointment with:  Applicant  Contractor

## Permanent Service Location

Service Address: \_\_\_\_\_ Tax Parcel ID#: \_\_\_\_\_  
(or street name if not known)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Gate Code: \_\_\_\_\_ Special instruction for entry: \_\_\_\_\_

Home  Shop/Barn  Other \_\_\_\_\_

Preferred construction type  Overhead  Underground  New Meter  Existing Meter

Description of service (include any unusual load information): \_\_\_\_\_

Approx. Sq. Footage of building: \_\_\_\_\_ Are you interested in rebate information?  Yes  No  
(if applicable)

**\*\*\*Please fill out all information below to avoid delays in your application process\*\*\***

Name:		Name:	
Date of Birth:		Date of Birth:	
SSN:		SSN:	

Everything I have stated in this application is correct to the best of my knowledge. I authorize Inland Power & Light to perform a soft credit check for verification and deposit determination.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Application Date

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**I (we) hereby apply for membership in Inland Power & Light Company and in consideration of being accepted as a member, agree to comply with the Cooperative's Articles of Incorporation, bylaws, rules, regulations, and policies adopted by the Board of Trustees, and other laws or legally binding agreements regarding the Cooperative, as they now exist or as hereafter amended.**

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*Signature*

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*Date*

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*Signature*

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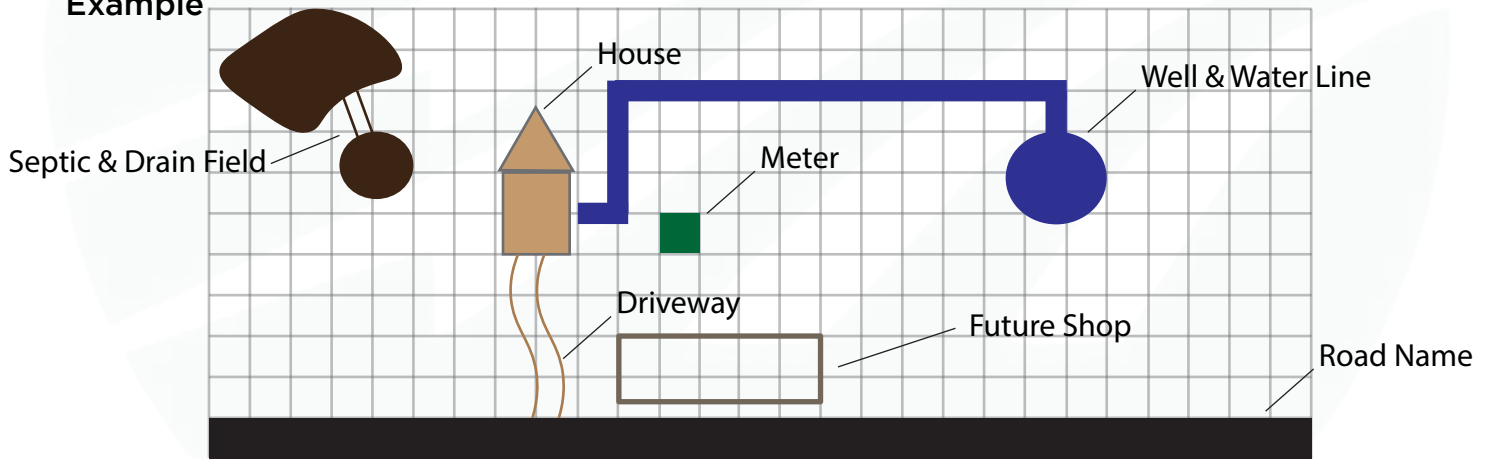
*Date*

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## 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

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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, Quit Claim Deed or Schedule A Final Title Insurance Policy is required to show proof of property or ownership. The documents must include the tax parcel number and full 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 with the county, your job will not be released to construction for scheduling until a properly executed easement is received. This could cause long delays in the construction process.**

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