



**NEW CONSTRUCTION / NEW SERVICE
CHECKLIST**



ALL NEW CONSTRUCTION WILL REQUIRE A PRE-CONSTRUCTION MEETING BETWEEN BUILDER AND TAHLEQUAH PUBLIC WORKS. THE CUSTOMER IS RESPONSIBLE FOR REQUESTING THE MEETING AND FAILURE TO DO SO MAY CAUSE DELAY TO SERVICE INSTALLATION.

SERVICES REQUESTED

- Electric
- Vapor Light
- Water, Tap Size _____
- Irrigation
- Sewer, Tap Size _____
- Hydrant

NEW HOME CONSTRUCTION (NEW BUILD)

- New Customer Form
- Photo ID
- 911 Form
- Deposit

Deposit Amounts
 Total Electric \$400.00
 Electric w/ Gas \$200.00
 Water \$50.00

BUSINESS

- New Customer Form
- Photo ID
- 911 Form
- Lease (Renter)
- Property Deed (Proof of Ownership)
- Statement on letterhead giving account holder permission to do business on account, service requested, contact information, and who is responsible for billing (required even if the property owner is opening the account).
- Address for billing statement
- LLC Companies: Must provide a certificate of LLC and operating agreement
- Deposit (call for quote)

IF YOU WISH TO MAKE A PERMANENT CHANGE TO A RENTAL PROPERTY, YOU WILL NEED A LETTER ON THE RENTAL COMPANY OR LANDLORD'S LETTERHEAD GIVING YOU PERMISSION TO MAKE THE CHANGE.

NEW CONSTRUCTION ACCOUNTS WILL NOT BE SET UP IN THE DRIVE THRU. PLEASE APPLY IN PERSON DURING LOBBY BUSINESS HOURS.

NEW SERVICE CONNECTIONS/TAPS WILL NOT BE COMPLETED WITHOUT A WORK ORDER AND FINAL INSPECTION. PLEASE CALL THE CITY TO SCHEDULE AN INSPECTION.