



NEW CONSTRUCTION / NEW SERVICE CHECKLIST

° ELECTRIC ° WATER ° SEWER °

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

SERVICES REQUESTED

- | | |
|--|-----------------------------------|
| <input type="radio"/> ELECTRIC | <input type="radio"/> VAPOR LIGHT |
| <input type="radio"/> WATER, TAP SIZE ____ | <input type="radio"/> IRRIGATION |
| <input type="radio"/> SEWER, TAP SIZE ____ | <input type="radio"/> HYDRANT |

NEW HOME CONSTRUCTION (NEW BUILD)

- | | | |
|---|-------------------|----------|
| <input type="radio"/> NEW CUSTOMER FORM | | |
| <input type="radio"/> PHOTO ID | | |
| <input type="radio"/> 911 FORM | | |
| <input type="radio"/> DEPOSIT | TOTAL ELEC | \$400.00 |
| | ELEC (GAS AT LOC) | \$200.00 |
| | WATER | \$50.00 |

BUISNESS

- NEW CUSTOMER FORM
- PHOTO ID
- 911 FORM
- LEASE (RENTER)
- PROPERTY DEED (PROOF OF OWNERSHIP)
- STATEMENT ON LETTERHEAD GIVING ACCOUNT HOLDER PERMISSION TO DO BUISNESS 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: WILL NEED TO PROVIDE CERTIFICATE OF LLC AND OPERATING AGREEMENT.
- DEPOSIT COMPAREDED TO A SIMILAR BUISNESS, CALL FOR QUOTE.

REMINDERS:

IF YOU RENT THE PROPERTY YOU ARE WISHING TO MAKE A PERMANENT CHANGE TOO: YOU WILL NEED A LETTER ON THAT COMPANY'S LETTERHEAD GIVING YOU PERMISSION TO MAKE THE CHANGE.

NEW CONSTRUCTION ACCOUNTS WILL NOT BE SET UP IN DRIVE THRU, MUST APPLY IN PERSON DURING LOBBY BUISNESS HOURS.

NEW SERVICE CONNECTIONS/TAPS WILL NOT BE COMPLETED WITHOUT A WORK ORDER AND FINAL INSPECTION. **CITY INSPECTOR: MARK SECRATT, 918) 456-0651 EXT. 2266**