



## APPLICATION FOR UTILITIES

### CONTACT INFORMATION

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Contact Role \_\_\_\_\_ Company \_\_\_\_\_

Daytime Phone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Mobile: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Email \_\_\_\_\_

#### Mailing Address:

Address: \_\_\_\_\_  
City State Zip code

*Required method of contact is email*

#### Customer Responsible:

Name \_\_\_\_\_ Role: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

#### Third party contact (Contractor/Electrician):

Name \_\_\_\_\_ Role: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

*\*email is used for communication in regards to requested work (I.E. moving through steps in the process, estimation quotes, etc.)*

### BILLING INFORMATION

Existing HPUC customer? ☐ Yes ☐ No Existing Utility Account Number \_\_\_\_\_

#### Name:

Last \_\_\_\_\_ First \_\_\_\_\_

Additional Name

Last \_\_\_\_\_ First \_\_\_\_\_

#### Billing Address:

Address: \_\_\_\_\_  
City State Zip code

Primary Phone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Daytime Phone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Email \_\_\_\_\_

## PROJECT LOCATION

Address: \_\_\_\_\_  
City State Zip code

If multiple-unit building, number of units \_\_\_\_\_

Nearest cross street/road or closest neighbor's address \_\_\_\_\_

### Legal Description:

Plat Name _____	County _____
Lot Number _____	Range _____
Block Number _____	Section _____
City/Twp Name _____	1/4 Section _____
Twp Number _____	Parcel _____

## PROJECT INFORMATION (Answers maybe utility type specific)

Utilities or Service Requested (check all): ☐ Electric ☐ Water ☐ Steam ☐ Gas

I am requesting: ☐ Temporary ☐ Permanent ☐ Change/Relocate  
☐ Overhead (O/H) ☐ Underground (UG)

### Building Type:

<input type="checkbox"/> Cabin	<input type="checkbox"/> Camper
<input type="checkbox"/> Construction Trailer	<input type="checkbox"/> Frame Construction
<input type="checkbox"/> Factory-built Structure	<input type="checkbox"/> Mobile Home
<input type="checkbox"/> Garage	<input type="checkbox"/> Existing-Extensive Remodel
<input type="checkbox"/> Pole building	<input type="checkbox"/> Other _____

### Current Construction Status:

<input type="checkbox"/> No Start	<input type="checkbox"/> Framed
<input type="checkbox"/> Excavate & Backfill	<input type="checkbox"/> Capped Basement
<input type="checkbox"/> Finishing	<input type="checkbox"/> Driveway In
<input type="checkbox"/> Ready for HPU	

	General Contractor	Electric Contractor	Architect (A&E Firm)	Mechanical Contractor
Company				
Contact Person				
Phone Number				
Fax Number				
Email				

## SERVICE SPECIFICATIONS

### Electric Service

\*\*\*must fill out utility load profile

Are you installing electric heat? ☐ Yes ☐ No ☐ Undecided

Electric Vehicle Load: ☐ Yes ☐ No

## Electric Vehicle Residential EV Rate

Panel Size

☐ 60 amps   ☐ 100 amps   ☐ 200 amps   ☐ 320 amps  
☐ 125 amps   ☐ 150 amps   ☐ Other \_\_\_\_\_

☐ Yes   ☐ No   **Has the request for Electric Inspection filed (REI)?**

**REI Number:** \_\_\_\_\_ **Received date:** \_\_\_\_\_

\*If contractor performing electric work is yourself, write "Self" – you must contact State Inspector. The City of Hibbing does not have an adopted local electrical inspection authority; you must file for a permit with the State of Minnesota before *any* work is started and contact HPU to provide the permit (REI) number.

### TEMPORARY Service:

Will Temporary service be required?   ☐ Yes   ☐ No

Service Voltage: \_\_\_\_\_ Service Size (in amps): \_\_\_\_\_

Date Required: \_\_\_\_\_

### PERMANENT Service:

Voltage:   ☐ 120/240   ☐ 120/208Y   ☐ 277/480Y   ☐ Other:

Phase:   ☐ Single   ☐ Three   Main Breaker Size: \_\_\_\_\_

Amps: \_\_\_\_\_ Date Required: \_\_\_\_\_

**Electric Heat Load (if applicable)-** = \_\_\_\_\_ kW

### Non-Electric fuel Source:

☐ Steam   ☐ Natural Gas   ☐ Fuel Oil   ☐ Propane   ☐ Wood   ☐ Other: \_\_\_\_\_

**Non-Electric Heating System:**   ☐ Boiler-Hot Water Baseboard   ☐ Boiler-Slab Heat   ☐ Fireplace/Stove  
☐ Forced Air Furnace

### Water Service

☐   ¾" Water Service

☐   2" Water Service

☐   1" Water Service

☐ 4" Water Service costs

☐ Hot Tap   ☐ Other

☐   1½" Water Service

☐ 6" Water Service Costs

☐ Hot Tap   ☐ Other

\*\* Service type not listed above: OTHER/EXPLAIN: \_\_\_\_\_

Total Water Usage \_\_\_\_\_

Standpipe Information:

\_\_\_\_\_  
\_\_\_\_\_

Size of Service Requested: \_\_\_\_\_ Service Length: \_\_\_\_\_

Distance from Main to Standpipe: \_\_\_\_\_ Depth of Main: \_\_\_\_\_

Backflow Prevention Device:   ☐ YES   ☐ NO

Excess Service Line footage:   ☐ Yes   ☐ No   Total foot required for project: \_\_\_\_\_

Contractor is responsible for all excavations and One Call Tickets. HPU will provide curb-stop, standpipe, corp. value, 90° elbow, and copper from main to the standpipe. Customer is responsible for the rest.

### **Steam Service**

Size of Steam Service: \_\_\_\_\_

HPU will install the service main value, but does not install the return. Customer is responsible for installing the service line from the connection points to the building. HPU's responsibility terminates at, and with the steam service valve and the condensate tap.

HPU is not responsible for the customer's service tunnel.

### **Natural Gas Service**

<input type="checkbox"/>	REQUESTED SERVICE	LENGTH	COST
<input type="checkbox"/>	New Service	0-90'	TBD (Estimate \$450)
<input type="checkbox"/>	New Service Conversion	0-90'	No charge
<input type="checkbox"/>	Additional footage	Each foot over 90'	\$3.00/Foot
<input type="checkbox"/>	Relocation	Per linear Foot	\$4.00/Foot
<input type="checkbox"/>	Replacement or 2 <sup>nd</sup> service	Per linear Foot	\$4.00/Foot
<input type="checkbox"/>	Barricade Protection	IF required	\$150

### **SERVICE REQUIRED INFORMATION**

Who should be billed for usage during construction? \_\_\_\_\_

Date Property will be Staked: \_\_\_\_\_ ☐ Complete ☐ Not applicable

Date site will be excavated: \_\_\_\_\_ ☐ Complete ☐ Not applicable

Primary Contact person: ☐ Customer/Owner ☐ Builder/General Contractor

Who is responsible for installation charges: ☐ Customer/Owner ☐ Builder/General Contractor

**Target** Install Date \_\_\_\_\_

**Are any members of your household on life support equipment that relies on electric service?** ☐ Yes ☐ No

The ready for service date is determined when **all** the following requirements are complete by customer:

- A completed site sketch and liability waiver has been received by HPU
- Installation route is clear of brush, trees, lumber, dumpsters, equipment and any other obstructions
- Meter location marked on attached site survey (if applicable)
- Site is within 6' of final grade
- Easements are signed and received by HPU (if applicable)
- Construction charges are paid in full and received by HPU

## UTILITY LOAD PROFILE

New electric services are installed by the Utility. The various charges are outlined below. U/G service will have a Utility-installed yard pole if it is an O/H area. When a customer has a new service entrance panel installed or a meter base moved outside, the Utility will replace a three or four wire service with a triplex or quad at no cost to the customer. Services will be installed and approved by the State electrical Inspector according to the National Electric code; the Hibbing Public Utilities Commission policies, rules, and regulations, and all applicable codes. **\*U/G Services** – the Utility can begin work after property is brought to final grade, meter base is mounted on outside of building, and flat charge is paid (if applicable). **Meter Base:** Customer Responsibility (see attached). **NOTE: All meter base mounting locations shall be approved by the Utility for bases, and meter bases must have a bypass. (Distances below are measured from property lines).**

	Single Phase Connected Load			Estimated Demand Load			Three Phase Connected Load			Estimated Demand Load		
Indoor Lighting		kW			kW			kW			kW	
Outdoor Lighting		kW			kW			kW			kW	
Motor Load		kW			kW			kW			kW	
Electrical Heat		kW			kW			kW			kW	
Air Conditioning		kW			kW			kW			kW	
Kitchen Equipment		kW			kW			kW			kW	
Refrigeration		kW			kW			kW			kW	
Compressor		kW			kW			kW			kW	
Receptacles		kW			kW			kW			kW	
Other		kW			kW			kW			kW	
Subtotal		kW			kW			kW			kW	
Existing Loads		kW			kW			kW			kW	
Total		kW			kW			kW			kW	
Largest Motor		kW			kW			kW			kW	

COMMENTS:

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## AUTHORIZATION

By signing and completing this application I am certifying I understand and agree to the follow:

Any deviation from the utility design, once established, may result in additional costs for redesign and delays in construction. Services agreed upon in this application are required to stay in service for a minimum of five years. Customer will be liable for costs to remove HPU equipment inf the five year minimum is not met.

**I acknowledge all HPU CHARGES MUST BE PAID PRIOR TO SERVICE BEING INSTALLED** (an HPU representative will contact you to go over fees once project is reviewed). Project will advance to scheduling *only after* a complete and accurate application with site plan is submitted, *approved*, and fees are paid.

I have reviewed the HPU Steam, gas, water, and electric Installation policies: ☐Yes ☐No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Send your completed application and site play by:

**MAIL**                      Hibbing Public Utilities  
                                 1902 6<sup>th</sup> Avenue East  
                                 Hibbing, MN 55746

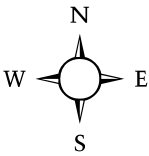
**EMAIL**                    [operations@hpuc.com](mailto:operations@hpuc.com)


## CERTIFIED SURVEY MAP OR SITE PLAN

Customers must provide a certified survey map or a detailed site plan noting the follow (form on following page):

- Where the new structure will be located
- Location of existing structures
- Distance (feet) structure will be located from roadway
- Location of proposed/existing driveway (note if matting has been installed)
- Location of well lines, sewer lines, or other potential obstructions
- Location of electric panel (service entrance)

**SITE PLAN:** Please make a detailed sketch of the home, garage, fence, sidewalks, driveways and any obstructions that may be in the area of the proposed service location.



DATE	ADDRESS OR LOCATION
OPERATIONS	UTILITY SERVICE
	HIBBING PUBLIC UTILITIES