



Idaho County Light & Power Cooperative Association, Inc.

New Service Process

ICLP is pleased to serve your electrical needs. An electrical service installation is a joint effort between you, your contractor(s), and ICLP.

1. Member submits completed Request for Service form with design fee.
2. ICL&P schedules a site visit, if needed, to verify closest facility and determine ICL&P facility and member equipment placement. This will typically occur 1-2 weeks after the service form has been submitted. Site visit timing can vary depending on the season.
3. ICL&P provides a cost estimate and any supplemental documentation that will need to be completed by the member – The cost estimate will need to be paid prior to construction.
4. Easements - It is the responsibility of the consumer to obtain an easement to ICLP when crossing another individual's property. The Cooperative requires an easement when placing primary or secondary line on your property; this easement will be drawn up by the Staking Technician and has to be signed and notarized by the titled property owner(s).
5. Member applies for an electrical permit and sewer permit from the state of Idaho. These permits are required by the State of Idaho and must be approved before ICLP can energize the service.
6. Membership - To receive electrical service, if you aren't already a member of ICL&P, you will need to become a member of the Cooperative, by completing an application and membership card. In some cases, ICLP may require a credit reference from a previous power supplier or a minimum deposit of \$150 to complete membership. Membership cost is \$5.
7. A tentative date of construction will be given to the consumer after all the following requirements have been met:
 - a. Payment in full for all construction costs by cash or check.
 - b. Copy of the State, City or County Electrical and Sewer Permit.
 - c. Signed & Notarized Easement(s).
 - d. Approved trench/conduit/clearing of right of way, if required.
 - e. All installation is subject to weather conditions and possible delays.
8. Power is available when the project construction is complete. At that time, the monthly base rate charges will apply.
9. Consumer is responsible for all underground trench backfill and leveling.

Note: The time required to complete the steps to electric power depends greatly on how long it takes the member to complete necessary applications, easements, permits, agreements, and other required documents. It is important to apply for service as early as possible. Please consider that ICLP crews may already have several weeks of work scheduled at any time. This may affect the connect date of the customer's service. We will do our best to meet our member's needs.

REQUEST FOR SERVICE



CONTACT INFORMATION *(Where do we send the estimate?)*

CONTACT NAME: _____

PHONE 1: _____ TYPE: CELL HOME OFFICE

PHONE 2: _____ TYPE: CELL HOME OFFICE

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

BILLING INFORMATION *(Who will be paying the monthly bill once service is established?)*

MEMBER IS: NEW CURRENT PREVIOUS _____ (YEAR)

MEMBER NAME(S): _____

PHONE: _____ TYPE: CELL HOME OFFICE

E-MAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY, STATE & ZIP: _____

LOCATION INFORMATION *(Where do you need power established/changed?)*

SERVICE IS: NEW ALTERED/EXISTING UNSURE

Tax Parcel # or legal description: _____

Subdivision: _____ Lot #: _____

PHYSICAL ADDRESS: _____

(A CORRECT / OFFICIAL STREET ADDRESS MUST BE PROVIDED ONCE ASSIGNED BY COUNTY)

JOB INFORMATION *(Brief description of the scope of work)*

ICLP USE ONLY

FEE REC'D: DATE REC'D: _____ METHOD OF PAYMENT: _____

MEMBER #: _____ WORK REQUEST #: _____

COPY TO OSM: SITE VISIT DATE/TIME: _____

STK #: _____ W.O. #: _____

EST PAID: DATE PAID: _____ METHOD OF PAYMENT: _____

REQUEST FOR SERVICE



MEMBER/JOB NAME: _____

CONTRACTOR INFORMATION

GENERAL/BUILDING: _____ PHONE: _____

ELECTRICAL: _____ PHONE: _____

EXCAVATION: _____ PHONE: _____

ELECTRIC SERVICE INFORMATION *(check/fill in applicable items)*

PRIMARY USE: RESIDENTIAL COMMERCIAL RV SERVICE IRRIGATION HP: _____
(>10HP requires 3-phase)

TYPE OF STRUCTURE: Stick Log Pole Straw Masonry Other: _____
of Bedrooms _____ # of Stories: _____ # of Baths: _____ Total Square Feet: _____

TYPE OF CONSTRUCTION: House (S.F.D.) Modular MFG. Home Multi-Family
 Addition Remodel Garage w/ Living Space Garage Shop Barn Other: _____

PRIMARY HEAT: Electric Furnace Propane Furnace Propane Fireplace Wood stove
 Heat Pump _____ ton Other: _____

ADDITIONAL LOADS: Well/Pump _____ HP Hot Tub _____ KW EV Charger – Amps: _____
Other: _____

ELECTRIC SERVICE SIZE

Single Phase, Residential Voltage (120/240, 3 wire) (Select Amps): 100A 200A 320/400A

CT SERVICES ONLY (>400A): Main Disconnect Size: AMPS _____ Additional engineering fees may apply

Three Phase, Commercial/Irrigation Voltage OPTIONS (Select Desired Voltage, and Amps)

120/208 volts, 4 wire 277/480 volts, 4 wire 240/480 volts, 4 wire
 200A 400A - Additional engineering fees may apply

RETURN THIS COMPLETED FORM, ALONG WITH PAYMENT VIA *CASH OR CHECK* FOR THE \$250.00 ESTIMATE FEE, TO:

Idaho County Light & Power Co-Op
P.O. Box 300
Grangeville, ID 83530

Physical:
1065 Highway 13
Grangeville, ID

e-mail:
iclp@iclp.coop

The \$250 estimate fee is non-refundable and will be applied towards the cost of the job. ICLP will contact you to schedule the site visit upon receipt of payment. With increased service requests please expect 2-3 weeks before we can meet you on site to discuss your project.

The information contained herein is accurate to the best of my knowledge. I understand that if my service needs or location changes from what was originally provided there may be additional fees.

SIGNED: _____ **DATE:** _____

ELECTRIC SERVICE AGREEMENT – NEW CONNECTS ONLY

AGREEMENT made _____, 20____, between IDAHO COUNTY LIGHT & POWER COOPERATIVE ASSOCIATION, INC., a non-profit corporation formed under laws of the State of Idaho, hereinafter referred to as "Cooperative" and _____ of _____ County of _____ State of _____, hereinafter referred to as "Member".

SECTION ONE – AGREEMENT TO SELL AND BUY

Cooperative shall sell and deliver to member, and member promises and agrees to purchase and receive from cooperative all the electric power and energy used by the member at the locations more particularly described below.

SECTION TWO – TYPE OF SERVICE

The Cooperative will construct its facilities under the terms and conditions as listed in the Line Extension Policy 1-19, as amended, a copy of which is on file at the Cooperative and by reference made a part of this agreement. All electric power to be delivered and received pursuant to the provision of this agreement.

SECTION THREE – RATES AND MINIMUM MONTHLY PAYMENT

1. The Member shall pay for electric power and energy at the rates set forth in the Cooperative's rate schedule(s) which apply to the service rendered. The Member shall pay at least the minimum monthly service charge as shown in the appropriate rate schedule, which is on file at the Cooperative's office. Said rate schedule is subject to change at the direction of the Board of Directors. The Member shall be subject to and bound by all subsequent rate schedules, and further, agrees to pay all amounts required by said rate schedules.
2. This agreement and all terms here in shall be completely transferrable. However, should the member at any time for any reason be disconnected from service without transfer to another party, the entire amount of this agreement shall be due and payable in full on the date of such disconnection. The entire amount shall be equal to the minimum monthly payment multiplied by the number of months remaining on the term of this agreement, plus any present amounts due and owing at the time of such disconnect.

SECTION FOUR – TERM

This agreement shall be in force for sixty (60) months from and after the date the Cooperative is ready to supply service hereunder.

SECTION FIVE – MEMBER'S RECEIVING EQUIPMENT & INDEMNIFICATION

Member shall, at (their, his, her) _____ own risk and expense, furnish, install, and keep in good safe condition all electric lines, machinery, and apparatus which may be required for receiving electric power from the Cooperative at the point of delivery and for distribution and utilizing such power; and will indemnify and hold harmless the Cooperative and its officers, agents, and employees from any and all claims, demands, suits, liability and expense, including attorney's fees, by reason of any injury to or death of any person, or damage to the property, occasioned or caused by any defect in the condition or construction of such lines, machinery, or apparatus, or any part thereof, or by reason of any negligence on the part of the member installing, maintaining, using or operating such lines, machinery or apparatus.

SECTION SIX – LIMITATION OF COOPERATIVE'S LIABILITY

No liability shall attach to the Cooperative for any failure to deliver electric power hereunder due to acts of God, or any other cause whatsoever except its own voluntary act or any neglect to exercise reasonable care and diligence in the performance of the agreement herein contained, and the Cooperative shall have the right to suspend temporarily the delivery of electric power hereunder for the purpose of making repairs or improvements of its system.

SECTION SEVEN – ATTORNEY'S FEES

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

SECTION EIGHT – BINDING EFFECT

This agreement shall be binding upon the legal representatives, heirs, successors and assigns of the respective parties hereto. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COOPERATIVE SIGNATURE:

MEMBER(S) SIGNATURE:

for Idaho County Light & Power Cooperative Association, Inc.

GENERAL REQUIREMENTS FOR INSTALLATION OF SERVICE:

EASEMENT:

An easement is required for all ICLP supplied facilities. Easements must be signed by those legally authorized to do so and acceptable by Idaho County or Lewis County Clerk and Recorder. This document is required prior to installation of ICLP facilities. Lots and/or easement boundaries needed for determination of the route must be provided prior to field staking.

ELECTRICAL and SEPTIC PERMIT:

Electrical and Septic Permits, as required by the State, are required prior to release of a work order for construction.

For electrical permits, call 208-332-4700 or visit dbs.idaho.gov/permits/
For septic permits please contact 208-983-2842 in Idaho county and 208-935-2124 in Lewis County.

COOPERATIVE MEMBERSHIP:

A signed membership is required for each person or entity that requests service from ICLP.

DISCONNECTS:

The customer is required to provide a means of disconnect on the exterior of the building, or at the meter base if it is not attached to the building. The correct disconnecting means will be installed in accordance with the State of Idaho Electrical Code requirements.

METERING REQUIREMENTS:

At ICLP's request, the customer requesting three phase service may be asked to provide the correct meter base; to be determined by ICLP. The metering cabinet is to be mounted on the building or on a secure base.

TRANSFORMER LOCATION:

Underground transformers must be located a minimum of ten feet from a building wall. A cleared area eight feet from all other sides of the transformer must be maintained for proper cooling, operation, and access for ICLP employees.

POWER QUALITY AND HARMONICS

ICLP agrees to maintain voltage at the metering point to within ANSI standards. The member must agree to limit total harmonic distortion generated from within its facilities to levels set by IEEE 519-1992 standards.

OUTAGES

ICLP does not guarantee uninterrupted power. Members should consult with their electricians on protective equipment after the meter and on the member's side. Loss of one or more phases is possible. If needed, protection against "single phasing" should be provided by the three phase customers.

EXCAVATION – You must also call 811 for underground locates before you dig.

Excavation for underground power lines and conduit will be completed by the member or their contractor and must **be at least 42" in depth for primary, 24" in depth for secondary.**

- ICL&P must inspect the ditch and conduit before it is backfilled.
- Locate tape provided by ICL&P must be put in the ditch 18 inches above the conduit.
- There can be no more than (2) 90 degree sweeps in the conduit installation, but this will depend on length of run.
- The size of the conduit will be determined by the length of service or subdivision. Generally, it will be 3-inch schedule 40 conduit for the primary cable to the transformer. Secondary conduit size will depend on size of service.
- All conduit joints must be glued, and conduit sweeps must have a 36-inch minimum radius.
- A pull string is required to be installed, and the ends capped to keep water out.
- Grade stakes indicating final grade must be provided for placement of transformer and above ground equipment.

COST ESTIMATES

The Staking Technician will provide the customer with a cost estimate for Aid to Construction. Due to price fluctuations, the estimate is only good for 180 days. The job will not be scheduled until the Aid to Construction is paid and all requirements have been met. If 180 days elapses, the estimate may be revised to reflect price variances.

On new services, the Cooperative shares in the cost of construction. Costs can vary considerably based on length of line, terrain, amount of rock in the ground, if a transformer is needed, size of service and so-on. **On average, the rough cost of an overhead or underground single-phase primary line including material and a transformer can range between \$25 per foot up to \$40 per foot more.**

or