



URE/CERC Commercial Service Questionnaire

keep this page for your information


This questionnaire is used to request Commercial Service for URE electric and/or CERC natural gas service.

Upon receipt and initial processing of your questionnaire, you will receive an acknowledgment from URE/CERC.

Submit data form to:
URE/CERC Commercial Service

E-mail: services@ure.com
 FAX: 937-644-4239
 US mail: URE
 PO Box 393
 Marysville OH 43040

Download and complete the pdf application. For best results, open the pdf in adobe reader fill out, print and save the application.



LEARN THE PROCESS FOR COMMERCIAL SERVICE

STEP 1: APPLICATION FOR URE/CERC COMMERCIAL SERVICE

To establish new service at a location that does not have an existing meter, and you are not a current URE member.

ALL NEW MEMBERS ARE REQUIRED TO COMPLETE A NEW MEMBER APPLICATION.

Next- complete this questionnaire and submit your **LOAD FORMS** that will supply specific information about your energy needs. The information received must be complete BEFORE an appointment with an engineer can be scheduled.

STEP 2: MEET WITH URE ENGINEER

Proposed buildings and property lines MUST be staked and accessible PRIOR to any meeting in the field with an engineer. PRIOR to the meeting in the field, members must provide URE with a copy of the

Grantor's Deed/General Warranty Deed.

This document will contain: Recorder Instrument Number, Permanent Parcel Number and Address with Acres.

The URE engineer will cover a number of items during the meeting including:

- Service routes/Meter locations
- Easements
- Tree trimming
- Member responsibilities
- Temporary construction
- CIAC to be determined
- Drainage tiles or storm drains
- Wells
- Septic fields
- PDF of site/electric/gas specs and drawing

STEP 3: ENGINEERING THE PROJECT

In order for engineering to proceed for a commercial building URE/CERC requests PDFs and AutoCads of the project as soon as they become available. Any changes or updates on the project require the project manager to submit revised PDF and Auto-Cads. URE engineers will review the electric and/or natural gas load data as well as potential service routes, site conditions and any existing facilities.

If the new utility loads do not fully justify the Cooperative's expenses to serve the new building or residential plat an aid-to-construction charge (CIAC) will be required of the builder/developer. CIAC must be paid in full prior to release the project for construction.

Additionally – any utility easements requested by URE for its electric and/or gas facilities must be signed off and returned before site work begins

STEP 4: MEMBER RESPONSIBILITIES

There may be additional construction responsibilities that must be completed by the owner (e.g., lot staking, tree trimming, site grading) before work is scheduled. All construction specifications can be found in the documents library on the ure.com site.

STEP 5: BUILDING THE LINE AND METER SETTING

Once all documents from the builder/developer are approved and CIAC (if required) is paid in full, noted member responsibilities are fulfilled, the job will be released for construction.

NEED HELP? Call our office M-F from 7:30 a.m. - 4 p.m. at 800-642-1826.



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NEW COMMERCIAL SERVICE QUESTIONNAIRE

NAME _____ ADDRESS/CITY/ZIP _____

PHONE _____ TAX ID# _____ E-MAIL ADDRESS _____

BILLING ADDRESS (IF DIFFERENT) _____

SOLE PROPRIETORSHIP PARTNERSHIP CORPORATION

ARE YOU THE OWNER OF THIS BUSINESS? IF THIS IS NOT CHECKED, PLEASE PROVIDE THAT INFO BELOW:

PROPERTY OWNER NAME _____ ADDRESS/CITY/ZIP _____

PHONE _____ E-MAIL ADDRESS _____

BUILDER/CONTRACTOR NAME _____

ADDRESS/CITY/ZIP _____

PHONE _____ E-MAIL ADDRESS _____

SERVICE TYPE NEEDED:

ELECTRIC GAS BOTH DATE TO BEGIN SERVICE: _____

ELECTRIC LOAD INFORMATION

MAIN PANEL SERVICE SIZE: _____ AMPS: _____ VOLTS: _____

SINGLE PHASE THREE PHASE VOLTAGE REQUIRED _____

SERVICE CONDUCTOR SIZE: _____ # OF CONDUCTORS _____ COPPER ALUMINUM

BUILDING SQUARE FOOTAGE: _____

TEMP SERVICE SIZE REQUIRED: _____ AMPS _____ PHASE _____

NEW KW LOAD

EXISTING KW LOAD:

LIGHTING AND OUTLETS	_____	_____
AIR CONDITIONING	_____	_____
HEATING	_____	_____
WATER HEATING	_____	_____
MOTORS	_____	_____
DRY TYPE TRANSFORMERS	_____	_____
OTHER	_____	_____
BACK UP GENERATOR:	KW _____	FUEL SOURCE _____



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MOTOR LOAD DETAILS (FOR ALL MOTORS OVER 5HP)

SIZE	VOLTAGE	1-PHASE FLA	3 PHASE FLA	TYPE OF START
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*ATTACH ADDITIONAL; SHEETS W/MOTOR LOADS IF NEEDED

MISCELLANEOUS EQUIPMENT LISTING ALL LOADS OVER 5 KW)

DESCRIPTION*	VOLTAGE	KW	1 PHASE FLA	3 PHASE FLA
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*ATTACH ADDITIONAL; SHEETS W/MOTOR LOADS IF NEEDED

GAS LOAD INFORMATION - CERC

GAS SERVICE TO BE USED FOR SPACE HEATERS WATER HEATING FOOD PREP MANUFACTURING

TOTAL LOAD GIVEN IN SCFH _____ OR BTUH _____ DELIVERY PRESSURE REQUIRED _____
 SIZE OF APPLIANCE OR HOUSE LINE CONNECTION _____

NUMBER OF UNITS	USAGE	EQUIPMENT TYPE	BTU INPUT RATING	NEW	EXISTING
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THINGS TO DO BEFORE SITE MEETING:

- COMPLETE SET OF FINAL STATE/COUNTY-APPROVED SITE PLANS WITH SERVICE ENTRANCE AND METER LOCATIONS MARKED, AUTO-CAD OF SITE PLANS
- WRITTEN LEGAL DESCRIPTION OF THE SITE AND PROPERTY AS WELL AS THE SURVEY MAP
- COMPLETE A MEMBER APPLICATION (IF NOT ALREADY A MEMBER) APPLICATION FOR ELECTRIC/NATURAL GAS SERVICE SIGNED AND RETURNED TO URE
- TEMPORARY SERVICE REQUIRED DATE _____ PERMANENT SERVICE REQUIRED DATE: _____
- BUILDING CORNERS/LOT STAKED EASEMENTS SIGNED AND GRADE SHEET SIGNED
- ON-SITE MEETING WITH URE/CERC CONSTRUCTION AND ENGINEERING REPRESENTATIVE
- SIGN URE DEVELOPERS AGREEMENT AND/OR PAY AID-TO-CONSTRUCTION CHARGES
- INSPECTION OF: TRANSFORMER PADS, PRIMARY/SECONDARY CONDUITS, METERING CABINETS BY URE PERSONNEL IS REQUIRED
BEFORE CONCRETE IS POURED AND CONDUIT IS BACK FILLED.
- ROADWAY AND DRIVEWAY CROSSING CONDUITS INSTALLED TO URE SPECIFICATIONS
- ALL COMMERCIAL: GAS METER MANIFOLD MAY BE BUILT TO YOUR SPECIFICATIONS AT MEMBERS EXPENSE.

INFORMATION SUBMITTED BY: _____ PHONE # _____ DATE _____