

Check List for New Construction

- ✓ **Membership Application:** Complete sections B & C, then sign and date.
- ✓ **Right-of-Way Easement:** Signed in front of Notary Public. The co-op can provide this free by appointment.
- ✓ **\$100 New Connection Fee:** Payable to the co-op.
- ✓ **Security Deposit (if required):** Will be returned as a credit on your electric bill after 12 consecutive months of on-time payments.
- ✓ **Electrical Inspection:** By a municipality approved inspector who will notify the co-op of completion.
- ✓ **Tax Exempt Form (if applicable).**
- ✓ **Ditch/Trench Inspection:** Call the co-op to inspect the ditch once it is open and conduit installed. Do not backfill prior to inspection.
- ✓ **Invoice payment (if required).**




Questions?

Contact Adams Electric: 1-800-726-2324



**Adams Electric
Cooperative, Inc.**

® A Touchstone Energy® Cooperative 

1-800-726-2324 | adamsec.coop

1338 Biglerville Road
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NEW CONSTRUCTION GUIDELINES

Building a new home? Adding a meter to your garage? Make sure you let Adams Electric know so we can work with you to safely and efficiently provide your new electric service.



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1

When should I call Adams Electric?

Call as soon as you have your permits and stakes are in the ground. An Adams Electric employee will meet with you and your builder and/or electrician before your foundation is set to design your new service.



2

Who should call Adams Electric and what information will I need?

- We need to speak directly with whomever is placing the electric service and bill in their name(s).
- We need the name(s), address, phone number, social security number or federal ID number of the account holder(s).
- The address including county and township of new location.
- Deeded property owners names exactly as they appear on the deed and a current mailing address for owners.
- The closest pole number, underground transformer number or address of closest neighbor.
- To set an appointment for an in-person meeting at the new location. Appointments are available during our regular business hours Monday – Thursday.



3

What paperwork and fees are needed?

Each new service requires:

- Signed, completed membership application.
- Right of way easement that has been properly notarized and executed (the co-op offers notarization for easements free of charge).
- Payment of \$100 new construction fee. Other fees may apply and will be discussed at time of appointment.
- Electrical inspection completed by a state-certified inspector approved by the township where new electric service is being installed.

4

What happens at the appointment?

A staking technician will meet at the service site to establish a meter location, explain what Adams provides and what you are responsible to provide for the electric service, provide exact installation specifications and can also notarize the right of way easement if all deeded property owners are present with valid identification. At this time, the co-op will also let you know if there will be any additional costs.