



**Bridger Valley Electric Association, Inc.**

P.O. Box 399, Mountain View, Wyoming 82939

Phone: 307-786-2800 or 800-276-3481 / Fax: 307-786-4362

Email: [newservice@bvea.coop](mailto:newservice@bvea.coop)

**Customer Request For New Service**

\*First Name \_\_\_\_\_ \*Last Name \_\_\_\_\_ \*Date \_\_\_\_\_

Spouse's First Name \_\_\_\_\_ Last Name \_\_\_\_\_

\*Phone Number \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

\*Mailing Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

\*E-Mail Address \_\_\_\_\_

**New Service Information**

\*Physical Address of Property \_\_\_\_\_

(You may need to contact county planning and zoning for rural addresses.)

Legal Description of Property \_\_\_\_\_

GPS Coordinates: Lat: N \_\_\_\_\_ Long: W \_\_\_\_\_

Do you own the property? \_\_\_\_\_ If no, who does? \_\_\_\_\_

Is electric service installed on the property at this time? \_\_\_\_\_

Have you used BVEA service before? \_\_\_\_\_ Is this an all-electric service? \_\_\_\_\_

**Service Requirements**

PLEASE CHECK ALL THAT APPLY.

\*Type of service needed: \_\_\_\_\_ \* Phase: \_\_\_\_\_ \*Volts: \_\_\_\_\_ \* Amps: \_

**It will be your responsibility to obtain all building and/or electrical permits required by the respective states and counties.**



### INTERRUPTION AND LIABILITY OF ELECTRIC SERVICE

The Association will endeavor to furnish continuous service but does not guarantee uninterrupted service and is not liable for any damage which the member may sustain by reason of the failure or partial failure of the power, failure or reversal of phases, or variation in service characteristics whether caused by accident, repairs, storms, or incurred by the use of any service wiring, connection, instruments, service or appliances installed by or for the member; nor is the Association liable for damages that may be incurred due to the presence of the Association's property on the member's premises. In the case of three phase service required by the member, the installation and maintenance of adequate relays with circuit breakers to protect against single phase conditions and phase reversal are desirable and their installation and maintenance is the responsibility of the member.

It is agreed that all bills will be paid when due. Failure to do so will result in disconnection of service.

I agree to pay a reasonable attorney's fee and other costs of collection after default and referral to any attorney.

I certify that the information I have provided is true and accurate and any false statement made constitutes reason for immediate disconnection.

I hereby request electric service from Bridger Valley Electric Association, Inc., and herewith make application for membership in said Association. I agree to purchase electric energy from the Association. I agree to be bound by the Articles of Incorporation, the By-Laws and amendments thereto, and such Rules and Regulations as may be adopted from time to time by the Board of Directors.

I hereby authorize Bridger Valley Electric Association, Inc., to do a credit and identity verification.

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

ESTIMATED COSTS ARE VALID FOR 30 DAYS ONLY.

**Upon receipt of the above, the following steps will be taken:**

- The staking department will contact you to arrange a meeting at the site to discuss your new service.
- After the meeting, the person staking will complete a cost estimate.
- BVEA will issue an invoice for estimated cost.
- Payment in full of the estimated construction cost will need to be made prior to the commencement of the construction of your new electric service.
- BVEA may also need a right-of-way. This will be determined at the initial meeting.
- After receipt of applicable payments, the job will be release to the operations department.
- Please direct any questions about the date of your new service to Bob Larsen, Operations Manager, between 8:00 AM and 5:00 PM, Monday through Friday.



### Consumer Responsibilities

- It is the owner’s responsibility to locate any private underground utilities (water, sewer, electric, gas, etc.) If Bridger Valley Electric damages said utilities not or improperly located, it will be the owner’s responsibility to make repairs. BVEA will call in locates for all public utilities.
- You will need to complete a State of Wyoming Electrical Permit Application (Wyoming consumers only). Questions regarding permits should be directed to the State Electrical Inspector at 307-777-7288. When you receive your permit, complete the tag and attach it to the meter base.
- Meter base on home, or meter loop and meter pad, and all grounding are the consumer’s responsibility.
- BVEA can provide a drawing to assist you.

#### Useful phone numbers

Val.....Staking-----307-786-2835  
 Bob.....Operations Manager-----307-786-2814  
 Cindy.....Administrative Assistant---307-786-2801  
 Electrical Permits: State of Wyoming.....307-777-7288  
 Wyoming One Call.....811

Congratulations! By purchasing electric service from Bridger Valley Electric Association, you've become much more than a power consumer...you are a member owner of an electric cooperative.

Bridger Valley Electric Association is a rural electric cooperative owned by the members it serves. BVEA was formed in 1938 to provide electric service to its members.

For new line construction, there are several requirements that must be met before electric service can be brought into your property.

**Building Permit** – In many towns and county's you may be required to have a building permit before we can provide you with electric service. They may require an inspection of the new service before BVEA can energize the service.

Check with your city or county planning and zoning personnel.

**Electrical Wiring Permit** – In the state of Wyoming you are required to have an electrical wiring permit before an electric service can be connected. This is true even if you hire an electrician to do the work for you. You will have to obtain the permit from the State office of fire prevention. Phone 307-777-7288 or on the internet at

<https://wyelectrician.imagetrendlicense.com/lms/public/portal#/login>

**Invoice** – The customer will be invoiced for the estimated cost of the service installation.

**Meter Base** - The meter base required for a service belongs to you. You will need to purchase the base or have your electrician provide it for you. In some cases, you can purchase a meter loop or pedestal from BVEA. Please see the following pages for examples and guidelines.

**Electric Service Types & Voltages** – Electric service available is 60-Hertz alternating current, single-phase or three-phase. The normal voltages supplied by BVEA are listed below.

- A. 120/240 volts – single-phase, 3 wire
- B. 240/480 volts – single-phase, 3 wire
- C. 120/208 volts – three-phase, 4 wire
- D. 277/480 volts – three-phase, 4 wire
- E. 2400/4160 volts – three-phase 4 wire
- F. 7200/12,470 volts- three-phase 4 wire+
- G. 14,400/24,900 volts- three-phase, 4 wire

**Electric Service Location and Size** -The location of the service entrance on the customer's premises is an important consideration to both the customer and BVEA. The customer and BVEA must agree on the service route, location of the transformer, location of the electric meter, and the size of the electrical service. A change in length, size or location of the service could result in an increase in the cost and possible delay of installation. The service entrance shall be located to make the meter and service easily accessible from BVEA's distribution lines and convenient for the installation, operation and maintenance of meters and equipment.

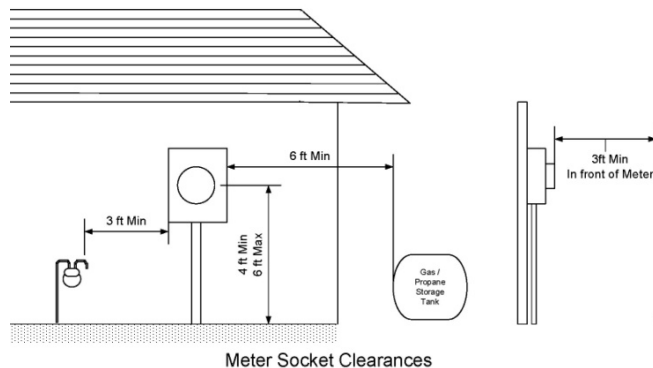
**New Service** – The customer must complete and submit to BVEA a New Member Application form. This form gives our representative the information needed to help you receive the electric service that you need. The most current electric rate schedules are available at [www.bvea.coop](http://www.bvea.coop).

### **BVEA - Residential Meter/Disconnect Installation**

The drawing shows the normal expected meter location for a home. The meter should be located on the side of the home, towards the front wall to allow access for BVEA personnel. Meter located on the rear of the house have the greatest chance of getting enclosed or effected by the addition of decks, or fences. Mounting the meter base on the side of the home will save you problems in the future. Main disconnect shall be installed between the meter base and the consumers service conductors

- The meter shall **not** be located above or below decks, along driveway where they are subject to damage or create a safety hazard.
- All metering equipment shall be solidly mounted to permanent structures so they can maintain a vertical position.
- The meter is to have an unobstructed space of 3 feet in all directions. In addition, the clearances in the following diagram are required from gas meters and combustible storage.
- All metering locations are subject to final approval of BVEA.
- All meters shall be grounded in accordance with the N.E.C. Prior to work commencing.

#### Meter base installation guide lines for underground



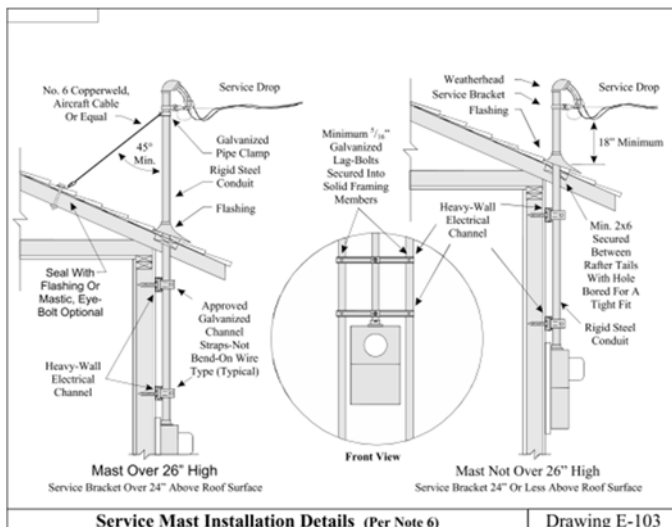
**Typical Underground Meter Installation**



**Typical Underground Meter Pedestal Installation**



**Meter Base Installation Guide Lines for Over Head**



**Three-Phase Meter Installation**



**Three-phase Metering CT Can**



## Free Standing Meter Installation



### **SERVICE CONNECTIONS AND LINE EXTENSION**

#### **1. General Provisions**

##### **A. Service Coverage**

The Cooperative will provide electric service to all Applicants within the boundaries of its service area under the terms and conditions herein and the Cooperative Regulations.

##### **B. Routes, Easements and Rights-of-Way**

The route of a Line Extension shall be selected by the Cooperative. All costs of rights-of-way, easements, or licenses to use land and for the clearing and preparation thereof incurred by the Cooperative shall be included in determining Line Extension cost. The Cooperative shall have the option to acquire at the Applicant's expense, or have the Applicant assist the Cooperative's Right-of-Way Department to acquire right of way, easements and use licenses to clear and prepare the land as required by the Cooperative. The Applicant shall allow the Cooperative unencumbered access to the Applicant's premises for all work deemed necessary by the Cooperative. The Applicant may be required to provide proof of ownership of the property.

##### **C. Ownership of Facilities**

The Cooperative will own, operate and maintain all Line Extensions made under this Policy up to the point of delivery at the service entrance. The Cooperative will also own, operate and maintain all conductors, poles, attachments, installed to serve rented security lighting fixtures.



## **D. Estimates**

Verbal estimates are not binding on the Cooperative.

Formal written estimates will be provided to Applicants, as they are available upon request. Written estimates shall be valid for no more than 30 days.

## **2. Definitions**

- A. "Line Extension"** shall mean power line facilities and equipment, constructed beyond the Cooperative's existing facilities that will supply electrical service to an Applicant's point of delivery.
- B. "Extension Cost"** is the Cooperative's total costs for constructing an extension using the Cooperative's standard construction methods, including all easement and right-of-way costs, services, lines, conductors, poles, and other required facilities plus labor, and labor overhead, excavation costs, equipment and transportation costs, materials and overhead costs. For services over 400 amps, the cost of the transformer and meter is included in the Extension Cost.
- C. "Permanent Service"** shall mean electrical service to a specified location where the permanency of the service can be reasonably assured.
- D. "Temporary Service"** shall mean but not be limited to electrical service to circuses, bazaars, fairs, concessions and similar enterprises, construction projects, etc., and other applications where the duration is reasonably considered to be of a temporary nature.
- E. "Lighting Service"** shall mean electric service to serve rented security lighting fixtures.
- F. "Contribution in Aid to Construction"**  
(Contribution) shall mean payment made by the applicant to the Cooperative and shall be equal to the Extension Cost.

### **Payment for Line Extensions**

- A.** The Cooperative will construct Line Extensions for Applicants under the following financial arrangements:
- 1. Temporary Service**--The Cooperative will construct a line extension for service classified as temporary when the total estimated Extension Cost and the estimated removal costs (less any salvage value) are paid prior to construction.
  - 2. Lighting Service**- The Cooperative will construct a Line Extension for service classified as Lighting Service when the total estimated Extension Cost is paid prior to construction.
  - 3. Large Loads** - Large loads involving special construction circumstances will be individually analyzed and the provisions of this Extension Policy applied as agreed upon in writing by the parties.

**B.** In case a group of two or more Applicants requests service over the same Line Extension, each consumer's share of the Extension Cost shall be apportioned among the several applicants based on the proportion of the Line Extension used by each Applicant.

**C. Adjustments of Construction Contributions:**

1. Contributions from Applicants will be adjusted to reflect the actual costs whenever the estimated extension cost is greater than \$3,000. If the actual Extension Cost is less than the Contribution, the Cooperative will refund the difference. If actual Extension Cost exceeds the Contribution, the Applicant will be required to pay the difference prior to taking electric service. These provisions apply only when the estimated extension cost is greater than \$3,000.
2. In the event a new Applicant utilizes a portion of line paid for by another Applicant, the new Applicant must pay a prorated portion of the previous Extension Cost to the Cooperative. The prorated amount paid by the new Applicant will be refunded to the existing customer. No such pro-rata adjustment or refund will be made after five (5) years have elapsed from the date of construction of the Line Extension.
3. If the Cooperative elects to install excess capacity in the Line Extension to the Applicant for future use by additional consumers or the Cooperative, the Cooperative shall bear the incremental costs to install excess capacity above that normally required to serve the applicant.
4. Real Estate Subdivisions: The Cooperative deems that the developer of a Real Estate subdivision has primary responsibility for the cost of the initial Primary Voltage Line Extension through the subdivision. Otherwise, Applicants desiring Line Extensions within the subdivision may apply for service under the provisions herein.
5. For services requiring 240 volts or less the Cooperative will provide the transformer and meter as long as those costs don't exceed \$2000.00