

New Service Procedure Check List

The following check list covers the steps required for a complete Municipal Light & Power (ML&P) service application. Consult the checklist below to be certain all applicable items have been completed. Please read carefully; depending on the type of service, not all of the steps are necessarily required.

1. **Electrical Service Extension Request:** This form is the first step in upgrading or installing a service. The extension request form is available on the ML&P web site www.mlandp.com. It can also be faxed, emailed, or mailed; or you may fill one out in person (recommended) at our main administration office.
2. **Service Location:** Provide a site plan showing 1) the proposed service location, **for our approval**; 2) the building outline; 3) any future building(s); and 4) the property layout and site elevations.
3. **Electrical Drawings:** For all commercial services and residential services of more than eight (8) units, provide a complete set of electrical drawings, approved by the Municipality of Anchorage (MOA), which include service entrance equipment and distribution panel information. Customers will save time and money by providing an electronic AutoCAD site drawing.
4. **Load Estimates:** For all services, provide an estimate of the electrical demand load based on the total connected load. For commercial services, provide the electrical load information as furnished by the customer's engineer and approved by the MOA.

Once the above items are completed, the ML&P Engineering Department can begin design.

5. **Permit and Inspection:** Contact the Municipal Development Services Department (343-8101) for procedures on obtaining the required permit and electrical inspection of your service entrance equipment.
6. **New Accounts:** For each new meter, an account must be established through the ML&P Customer Service Department (263-5340).
7. **Payments and Fees:** A deposit or fee to ML&P may be required for items such as temporary services, trenching, concrete cutting/repair and steam thawing. *Operations will only schedule construction after all payments are received.*
8. **Construction Schedule:** Contact ML&P's Line Extension Coordinator (263-5212) after the service entrance has been inspected or for scheduling information.

Once items five through eight have been met, ML&P construction crews can begin service construction.