Ready for power to a new meter base? We cover that in the New Electrical Secondary Information pamphlet.
Chelan County PUD looks forward to working with you to extend power to your property.

We’ve outlined the steps to bring electricity safely and efficiently to your home or business (service under 1 megawatt). For all the requirements, please refer to Chelan County PUD’s Electric Line Extension Handbook, Utility Service Regulations, Utility Service Policies and Electric Rate Schedules. All can be found at chelanpud.org.

For details or to request a copy of the Electric Line Extension Handbook, call us at (509) 661-8400.

1 Let’s get started. Call us at (509) 661-8400 or go to www.chelanpud.org/documents/Electric_Service_Request.pdf. We’ll ask you for details including billing information, how many lots will be served, meter base size, voltage, what type of heating and cooling systems you will use, parcel number and a sketch of your job site.

2 Pay for engineering. Depending on the size of the project, the application fee is $200 or $450. Once payment is made, a Customer Service Engineer will review your plan and contact you.

3 Let’s talk. Our engineer may want to meet with you before designing your project. If so, the engineer will call you within five business days after the application fee is paid to set up a meeting. Be prepared to talk in depth about your project. After the meeting, our engineer will design your line extension.

4 Pay for the line extension. A letter and invoice will be sent to you outlining costs. Payment must be made before the PUD can move forward. Our engineer can explain your options and requirements.
   - Pay half: You may hire a contractor to trench and install equipment for an underground line extension. You may pay half of the line extension cost at this time.
   - Pay in full: If you opt to have an underground line extension entirely installed by the PUD, or if all the work must be performed by the PUD, the entire fee must be paid.
   - Secondary meter and wire connection fees are separate from line extension fees.

5 Sign the easement provided by the PUD to allow PUD equipment to be on your property. If the line extension crosses property owned by others, the District requires a signed easement from those owners. Easements need to be notarized; PUD staff is available to notarize easements. If you choose to have the PUD complete all underground work or you need an overhead line extension, skip to step nine.

6 Pick up materials from a PUD warehouse, if you are completing an underground line extension and choose to install PUD equipment. After paying your line extension fee, our engineer will send an email authorizing you to pick up supplies.

7 Let’s meet. Schedule a pre-construction meeting by calling (509) 661-8011 after materials are at the job site. A PUD trench inspector will meet you there to go over the responsibilities and requirements to successfully complete your project.

8 Install electrical pipe and equipment at your site according to engineer and PUD specifications. Be sure to coordinate inspections with the PUD’s trench inspector by calling (509) 661-8011. Obtain approval from the trench inspector before backfilling your trench or electrical facilities. Remember:
   - Call for a locate prior to digging at (800) 424-5555 or “811.”
   - Be sure to install warning tape in the trench 12 inches below finished grade (warning tape is provided by the PUD).
   - Your safety is important to us! Do not attempt to access existing PUD electric equipment without a PUD representative on site.

9 Pay remaining fees for your underground line extension, if you paid only the first half. Your electric line extension will be scheduled for installation after:
   - payment is made in full
   - the trench inspector has approved your work
   - easement(s) are returned signed and notarized to the PUD

You will receive an email once your project is scheduled. Our schedule is often affected by outages, weather and other unforeseen circumstances. We’ll do our best to complete your line extension quickly.
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