



# Georgia Power Checklist Commercial

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project # \_\_\_\_\_

Project Location \_\_\_\_\_

Town / City \_\_\_\_\_

Customer Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Cell# \_\_\_\_\_

Georgia Power Engineer \_\_\_\_\_

Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

**Georgia Power wants to continue to provide you with exceptional service. Georgia Power is providing you a checklist of items that need to be completed before we can provide electrical service. Use the checklist as a guide, additional items may be required. Please consult with your engineer.**

## Engineering Process for Commercial Jobs

**Before a Commercial job is designed a GPC engineer will need the following information:**

Construction Contact

Owner Contact

Electrician Contact

Address

Overall Site Plan

Intended Building use

Electrical Panel Schedule

A list of any motors that will be used in building

Detailed HVAC specs.

A list of electrical end use products (i.e. Hot water heater, fryers, etc. that will be used in the building).

**After receiving this information a GPC engineer will:**

Develop a preliminary way to add the new project into GPC's existing facilities.

Have an on site meeting to determine if this preliminary design meets the customer's need.  
Determine customer's temporary power requirements and time frame for construction.  
Send the panel schedule and motor information to marketing to size transformer.  
Start the process for gathering an easement.  
Get the job approved internally.  
Determine customer costs in aid of construction if applicable.  
Inform the meter department of a new job and give them the electrician's contact information.

**Construction for GPC cannot begin until the following are complete:**

An easement has been acquired to install GPC facilities on all applicable properties.  
A construction agreement has been signed.  
Any and all outstanding balances have been paid to GPC in connection with this project.  
The path of construction has been cleared of all obstacles and is at final grade.

**Service to the building cannot be energized until:**

The customer has applied for service with GPC.  
A wiring approval has been received from the applicable city or county authority.  
Customer secondary wire has been pulled in by electrician and terminated in transformer by GPC for 3 phase jobs only.  
Meter man has made up and set meter.

\_\_\_\_\_ Requested Georgia Power Construction Start Date

\_\_\_\_\_ Requested Georgia Power Completion Date

*\*Note: Georgia Power will make every effort to meet the requested completion date provided the needs indicated above are completed as requested. However, delays may occur due to any changes to the above items once established, weather, and other items beyond Georgia Power's control.*