

New Construction Guide



www.jackelec.com
715.284.5385 | 800.370.4607
Outage Reporting: 855.222.3275



Your Touchstone Energy® Cooperative 

Jackson Electric Cooperative is an equal opportunity provider and employer.

NEW SERVICE CHECKLIST

Jackson Electric Cooperative is a consumer-member electric utility committed to delivering affordable, reliable, and safe energy to your home and/or business. The following checklist will help guide you through your new line construction.

Getting Started

The following must be completed and submitted to Jackson Electric Cooperative's office before we can process your new line construction request. We ask that you mail-in, fax, or drop off your completed membership application in-person or in our secure drop box located in our office parking lot. Your new service request form can be delivered to our office via email to operations@jackelec.com, standard mail, in-person, or our secure drop box.

- Membership Application** If you are not an active member of Jackson Electric Cooperative, you must complete the new member application included in this packet and fulfill all of the requirements for membership.
- New Service Request** Complete and return the New Service Request form included in this packet. It's important we know what you will be using for electricity so that your transformer can be properly sized.
- Construction Deposit** All new services will be charged a non-refundable construction deposit of \$250. This deposit must be paid in full before an appointment is scheduled. You can mail in this payment, pay at the office, or once membership is established, by telephone or by using our online payment portal with your account number. The deposit will be applied towards any balance due to the Cooperative only if construction is completed within the 24 months following the date of the construction deposit payment.
- Easements** A Jackson Electric representative will draw up the easement(s), but it is your responsibility to provide us with your legal land description for the document. All easements must be signed by all parties involved with the parcel, such as with joint ownership. The signature(s) must be witnessed by a Jackson Electric representative or a notary. We can witness the signature(s) during your site visit appointment, as long as all required parties are present. If we need to access your neighbor's property to reach your location, we also require a completed, signed, and notarized easement from your neighbor(s). It is your responsibility to contact your neighbor(s) to obtain any additional easements needed for your new construction. The easement will be a minimum of 15 feet from the center of the outside conductor. This document is recorded with Jackson County Register of Deeds, and there is a \$50 filing fee that will be billed to you for each easement recorded.

Appointment with Staking Technician

Once the membership application, new service request form, and construction deposit are submitted to our office and processed, a representative from our office will contact you to schedule an appointment with our staking technician.

- **Site Visit** An appointment with our staking technician will take place at your construction site. During this meeting, the staking technician will need to know the location of the following:
 - Meter socket. Main meter and a second meter if participating in the Dual Fuel Program.
 - Transformer. Your transformer will be sized according to your electrical needs as listed on your New Service Request form.
 - Area light.
 - Additional property improvements. If you request that the facilities need to be moved at a later date due to additional construction, you will be charged the full cost of the facility relocation.
- **Construction Costs** Accurate construction costs will be calculated after the staking technician has completed the site visit.

Final Steps

If you intend to proceed with your new line construction after your site visit appointment, the items listed below will need to be completed prior to the start of construction:

- **Fees** All new service and line construction fees must be paid in full before construction begins.
- **Permits** If Jackson Electric Cooperative is required to obtain any state or county permits in reference to your line construction, the permit fees will be paid by the member.
- **Electrical Contractor's Affidavit** A signed wiring affidavit must be completed by your electrician. Your electrician must mount the meter socket and run all wires. Uniform Dwelling Code (UDC) inspection must be completed before an electric meter is installed and energized. This form is included in this packet.
- **Backfill and Excavating** All backfilling and excavation must be within 4" of final grade before we will install electric wires.
- **Locate Private Utilities** Jackson Electric Cooperative will contact Diggers Hotline. It is the responsibility of the member to locate all private utilities not located by Diggers Hotline.

Construction Begins

Once the site visit by our staking technician has taken place and the locate clears, the construction will be scheduled. We make every effort to complete a job as scheduled. However, power outages take precedence over new service construction which may cause a delay in your construction plans.

To accommodate your construction schedule, please allow us adequate time to obtain the needed material and equipment. The sooner we know your project requirements, the better we can meet your service request.

If you plan on having Jackson Electric Cooperative install new electric service on your property after November 1, an additional charge may be applied if the conventional method of electric service installation is not available due to frost.



JACKSON ELECTRIC COOPERATIVE

Your Touchstone Energy® Cooperative 

OFFICE USE ONLY
Member No.: _____ Location No: _____

New Membership and Electric Services Application Form (For Residential Accounts)

N6868 County Road F • Black River Falls, WI 54615 • 715.284.5385 • 800.370.4607 • Fax 715.284.7143

Welcome to Jackson Electric Cooperative

Please complete the entire application below, with your signature(s) on the back, and return to us immediately. In order to protect your identity, each applicant and/or co-applicant's identification will be verified through Online Utility Exchange. This report also performs a credit check to determine whether a security deposit is required. If an applicant declines the ID verification and credit check, applicant will be required to pay the full security deposit, and each applicant and/or co-applicant must submit one form of government issued photo identification, such as a driver's license, passport, or military ID. If you do not have a government-issued photo ID, you may submit two forms of secondary identification. Acceptable secondary identification documents include the following: a social security card; a utility bill issued within the previous 12 months; a W-2 tax form or tax return; a real estate property tax bill; a residential lease; a picture ID from a university, college, or technical college; a bank statement; a paycheck. This information is used by Jackson Electric for identification purposes and to comply with legal requirements for preventing and detecting identity theft. The information will be kept confidential.

Jackson Electric Cooperative requires the following:

- An identity verification report using our reporting agency for a fee of \$25
- A security deposit of \$350 may be required. This deposit will be credited to your account after 12 months of timely, consecutive payments

Service Address: _____

Billing Address (if different): _____

Effective Date: _____

Primary Residence: Yes No

APPLICANT			
FULL NAME:			
MAIDEN NAME:			
SOCIAL SECURITY #:	DATE OF BIRTH (required):	DRIVER'S LICENSE #	
PHONE NUMBER:	CELL NUMBER:	WORK NUMBER:	
EMAIL ADDRESS:			
EMPLOYER:			
<input type="checkbox"/> OWN	<input type="checkbox"/> RENT	Property Owner:	PHONE #:
<input type="checkbox"/> MARRIED	<input type="checkbox"/> NOT MARRIED	If married, please complete spouse information below.	
CO-APPLICANT/SPOUSE			
NAME:			
MAIDEN NAME:			
SOCIAL SECURITY #:	DATE OF BIRTH (required):	DRIVER'S LICENSE #:	
PHONE NUMBER:	CELL NUMBER:	WORK NUMBER:	
EMAIL ADDRESS:			
EMPLOYER:			
ACCOUNT SECURITY (USED TO VERIFY IDENTITY ON THE PHONE OR ONLINE):			
SECURITY QUESTION:			
ANSWER:			

The undersigned (hereinafter called the "Applicant") hereby applies for membership in the Jackson Electric Cooperative (hereinafter called the "Cooperative"). In consideration of the acceptance of this application, the Applicant(s) does further agree with the Cooperative as follows:

1. The Applicant will purchase from the Cooperative all electric energy purchased for use on the Applicant's premise(s) and shall pay therefore, in accordance with, the rate schedule applicable to the class of service used. Production or use of electric energy on such premise(s), regardless of source thereof, by means of facilities which shall be interconnected with Cooperative facilities, shall be subject to appropriate regulations as shall be fixed from time to time by the Cooperative.
2. The Applicant shall grant the Cooperative the right to enter their property for the purpose of installing and maintaining its facilities and the right to cut or trim any trees that might interfere with said construction and operation. Use of an environmentally friendly treatment for brush control will be limited to the right-of-way.
3. The membership in the Cooperative shall be recorded in joint names of the Applicant and his or her spouse, if any, unless designated by the Applicant in writing.
4. The Applicant agrees to comply with and be bound by the Articles of Incorporation, the Bylaws of the Cooperative, and such policies, rules, and regulations as may from time to time be adopted by the Board of Directors.
5. By signing this application, the Applicant gives the Cooperative permission to run a credit check for purposes of deposit requirements. Members who do not meet the Cooperative credit requirements are required to pay a deposit.
6. By signing this application, Applicant is giving express written consent to call the Applicant's listed phone number(s) for Cooperative business purposes. This may include autodialed and prerecorded message calls.
7. The Applicant assumes neither personal liability nor responsibility for any of the debts or liabilities of the Cooperative, and it is expressly understood that under the law, his private property is exempt from execution for any such debts or liabilities.
8. Residential service only: Whenever there is a person in your household whose health or safety may be threatened by an interruption in service because of infirmities of aging, developmental or mental disabilities, the use of life support systems, or like infirmities incurred at any age, or the frailties associated with being very young, please provide the Cooperative with all the details in writing immediately from a licensed physician. The member is responsible for providing an updated statement to the Cooperative annually.
9. In making this application for credit, you warrant that the information contained herein is true and correct and authorize the Cooperative to investigate your credit record. You believe you are financially able to meet any commitments you make, and you agree to pay our charges according to our terms. All charges are due and payable the 24th of the month following the date of the invoice unless otherwise specified. A late fee of \$25 or finance charge of 1.5%, the greater of which, will be charged on all past due invoices.
10. As security for any amounts for which Applicant may become indebted to Cooperative for the services to be provided hereunder, the Applicant hereby conveys, grants and pledges to Cooperative a first priority security interest in all of Applicant's right, title and interest in any patronage capital allocated to Applicant on the books and records of Cooperative. Cooperative shall be entitled to exercise its rights under the security interest herein conveyed as provided by the Bylaws and by such policies, rules, and regulations as may from time to time be adopted by the Cooperative. Applicant hereby authorizes Cooperative to file such financing statements or other documentation as may be necessary to perfect this security interest, and Applicant shall cooperate in executing such documents as may be necessary for Cooperative to enforce this security interest.

The acceptance of this application by the Cooperative shall constitute an agreement between the Applicant and the Cooperative. The contract for electric service shall remain in force until cancelled by withdrawal of the Applicant from membership in the Cooperative.

If a joint membership, each Applicant must sign below.

_____ Signature of Applicant	_____ Date
_____ Signature of Co-Applicant (if applicable)	_____ Date

Jackson Electric Cooperative Employee



New Service Request Form

Your Touchstone Energy® Cooperative

N6868 County Road F • Black River Falls, WI 54615 • 715.284.5385 • 800.370.4607 • Fax 715.284.7143

Please complete this data sheet to the best of your knowledge. We must have this information to locate your property and properly size your electric service. If a transformer upgrade is required following initial installation, the member will pay 100% of the upgrade costs, including labor and transportation.

OFFICE USE ONLY
Member #: _____
Location: _____
Date Rec'd: _____
WO#: _____
By: _____

Name: _____

Current Mailing Address: _____

Service Location Address: _____
(include Fire # if possible)

Phone: _____
Daytime Evening

E-mail Address: _____ Cell #: _____

PROPERTY INFORMATION

Description: Mobile Manufactured Modular Conventional Pole Shed Other

Location: County _____ Township _____ Section _____

Your nearest neighbor: _____ is _____ ft. _____ from your location
Name/Address N-S-E-W

TYPE of SERVICE DESIRED:

- Permanent
- Temporary/Construction - JEC supplied
- Temporary/Construction - member-supplied
- 200 amp 400 amp 600 amp
- I am planning to enroll in the Dual Fuel Program

AREA LIGHT:

- Area Light Pole Needed
- 46-watt LED light
- 135-watt LED light

If underground service to an area light is preferred, a per foot fee for trenching will apply.

Jackson Electric offers low rates for electric space and water heating. Please contact member services for more information.

LOCATION of ELECTRIC METER:

- Underground post/pedestal
- On home: N - S - E - W wall (circle one)
- On detached garage or pole shed

ELECTRICAL APPLIANCES & EQUIPMENT:

- (CHECK ONLY THOSE THAT WILL BE ELECTRIC)*
- Water Heater gallons _____
 - Tankless Water Heater kW _____
 - Central Air tons _____
 - Ground Source Heat Pump tons _____
 - Air Source Heat Pump tons _____
 - Other Heating kW/type _____
 - Floor Heat kW _____
 - Kitchen Range
 - Clothes Dryer
 - Other Large Appliances or Equipment
(Attached additional sheet with kW)

The following charges will be used to determine an "Estimated Bill". All work orders are managed on an individual basis. Additional charges or refunds may occur and will be billed or refunded when the work order is complete.

Deposit:

Construction Charges		
	Fixed Fee	Includes hardware for both overhead and underground installation
0' – 250'	\$500	\$7.50 per foot construction charge
251' – 500'	\$500	\$6.50 per foot construction charge
501' & over	\$500	\$5.00 per foot construction charge
Filing Fee for Easement	\$50	
County Permit Fee	\$50	
Relocate Existing Service	\$500	\$8 per foot construction charge
Other Construction Charges: (may or may not be applied, all are in addition to per foot charges above)		
Road Bores	\$500	In addition to above construction charges
Contractor Minimum	\$600	For builds under 150' total length (per foot plus minimum)
Primary Pedestal	\$1,500	In addition to above construction charges
Wetlands & Terrain		Actual cost
Temporary Service Charge	\$175	Member or electrician provided
Temporary Service Charge	\$250	JEC owned and provided
Add Primary Pole	\$1,000	In addition to above construction charges

Area Light Installation Charges		
Deliver & Set Yard Pole	\$400	\$600 for complete LED area light
Install Area Light Wire	\$1/foot	\$3/foot URD
Install 46-Watt Area Light	\$300	On existing pole, no wire needed
46-Watt Area Light Only	\$250	Includes photocell, fixture, and bulb
Install 135-Watt Area Light	\$600	On existing pole, no wire needed
If a separate transformer is required for area light, the charge will be \$750 plus \$10.25/month		

Area Light Monthly Rental Charge	
57-Watt LED Area Light	\$10.25/light/month
135-Watt LED Area Light	\$10.25/light/month

Other	
200-amp Meter Socket	\$95 plus tax
Dual Meter Socket	\$225 plus tax
DG Meter, Meter Install, System Commissioning	\$500 (systems not installed by JacksonSolar LLC)
Ground Rods	\$13 each plus tax

Jackson Electric Cooperative will retain ownership of all facilities needed to provide electric service. The member agrees to pay monthly the charge in effect for the type of lighting installed. Special lighting arrangements may require specific lighting agreements. The monthly rate will be added to the regular energy bill of the member and shall constitute a part of such bill. Jackson Electric Cooperative will install an area lighting fixture. Jackson Electric Cooperative shall replace bulb and repair all damages to the fixture at its own expense, **except when damage to the bulb or fixture is caused by vandalism or malicious destruction, in which case the member shall be responsible for the cost of repairing such damage.**

A Facility Charge will begin as soon as construction is complete, and a transformer is installed.

I have read the above and agree with these charges.

Member Signature _____

Date _____

Jackson Electric Cooperative Signature _____



**JACKSONELECTRIC
COOPERATIVE**

Your Touchstone Energy® Cooperative 

WIRING AFFIDAVIT/ CERTIFICATE OF ELECTRICAL INSPECTION

Before electricity may be furnished, this certificate must be completed and returned to Jackson Electric Cooperative.

MEMBER INFORMATION	
Name:	Member Number:
Address:	
Phone Number:	Location Number:

SERVICE TYPE				
<input type="checkbox"/> Residential	<input type="checkbox"/> New Service	<input type="checkbox"/> Overhead	SIZE:	PHASE:
<input type="checkbox"/> Commercial	<input type="checkbox"/> Permanent	<input type="checkbox"/> Underground	amps	<input type="checkbox"/> one
<input type="checkbox"/> Farm	<input type="checkbox"/> Temporary	<input type="checkbox"/> Meter Install Only	volts	<input type="checkbox"/> three
	<input type="checkbox"/> Rewire			
<input type="checkbox"/> Other:				

ELECTRICIAN INFORMATION	
Name:	License Number:
Address:	
Phone Number:	
I certify that I have completed the wiring for electricity at the premise listed above. This wiring complies with the provisions of the Wisconsin State Electrical Code.	
Signature of Electrician: _____ Date: _____	
<input type="checkbox"/> This electrical service installation is exempt from UDC inspection.	

INSPECTOR INFORMATION	
Name:	Credential Number:
Phone Number:	Inspection Date:
This is to certify that I have examined the electrical service installed by the electrician named above and it is in compliance with the statutes and the rules and regulations prescribed by the state electrical code.	
Signature of Inspector: _____ Date: _____	

Please mail this form to:

JACKSON ELECTRIC COOPERATIVE • N6868 County Road F • Black River Falls, WI 54615
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ELECTRIC HEAT

Dual Fuel Program

Members of Jackson Electric Cooperative receive a reduced energy rate for qualified electric heating and cooling systems that are wired for peak load control under this program. Two meters are required in which the electric heat and water heater, if applicable, are metered separately and switched off during high electric demand periods.

Most forms of electric heat, at least 4 kW, and air source heat pumps are permitted on the dual fuel meter. An automatic, non-electric (fossil fuel) backup source of heat is required to maintain home comfort during a peak period. Geothermal heat pumps are not allowed on the dual fuel program. Jackson Electric Cooperative offers rebates to qualified heat pumps and water heaters, along with other energy efficient items. Go to www.jackelec.com to learn more.

Double meter sockets are available for purchase from Jackson Electric Cooperative. **It is the member's responsibility to contact Jackson Electric Cooperative to have the dual fuel load management receiver installed after all the wiring to the meter socket is complete.**

Electric Heat Options

Air Source Heat Pump

An air source heat pump transfers heat between your house and the outside air. It can deliver 150% to 300% more heat energy than the electric energy it consumes, therefore making it economical and efficient to operate. During the summer months, the air source heat pump cools your home like an air conditioner; in the winter months, it provides heat.



Electric Thermal Storage (ETS)

This technology allows specially designed bricks stored inside a cabinet to heat with electricity during off-peak hours when energy rates are lowest. When the thermostat calls for heat, the stored heat in the bricks is distributed throughout the house. This system can be combined with an air source heat pump for greater efficiencies. Room units are also available.



Geothermal Heat Pump

The highest efficiency heating and cooling system available, as it uses the earth's constant temperature to heat and cool your home. Geothermal heat pumps have efficiencies up to 600%, thus allowing the system to meet nearly all your home's heating and cooling requirements year-round.



Electric Water Heating

Standard Electric Water Heater Deliver the safest, simplest and most convenient way to heat water. With a storage tank water heater, the water is kept hot and ready for use at all times in an insulated storage tank. You may purchase a 50- or 100-gallon water heater from Jackson Electric Cooperative.



Electric Boiler

These systems heat your home by heating water that circulates through tubing installed in the floor or in hot water baseboard heaters. Supplemental heating and whole house heating are possible with electric boilers.



Heat Pump Water Heater

These water heaters are more efficient than electric resistance water heaters as they transfer heat energy from the surrounding air to the water in the storage tank.