Customer Project Development Services

Imperial Valley
333 S. Waterman Ave., El Centro, CA
Mail: Customer Project Dev., PO Box 937, Imperial, CA 92251
Office Hours: 7:30 a.m. - 5:30 p.m. (closed every other Friday)
760-482-3300

Coachella Valley
Mail/Physical Address: 81-600 Avenue 58, La Quinta, CA 92253
Office Hours: 7:00 a.m. - 5:00 p.m. (closed every other Friday)
760-398-5841

Customer Project Application
**Process Overview**

**Customer Controlled • IID Controlled**

**INITIATION**
Customer provides service location, size of panel and voltage of the main panel. Depending upon the project size, IID will provide a ballpark construction cost estimate and timeline.

**ENGINEERING**
Customer submits a completed application packet. Customer pays the engineering fee if requested. An IID staff member is assigned and the electrical design is drawn.

**CONDUIT INSTALLATION**
Customer initiates a pre-construction meeting with IID to review the work to be accomplished. Customer will complete construction (e.g. conduit, main panel, etc.) and request IID to inspect the work. IID inspectors validate the work is up to standards and ensure site access for construction crews. CT meter installation, if applicable (timeline varies).

**CONSTRUCTION**
Customer pays the estimated construction fees and requests construction. IID works with the customer to schedule construction. IID crew completes construction.

**INSPECTION/METER INSTALLATION**
Agency having jurisdiction (AHJ) inspects and passes the service panel. IID installs and energizes CT metering, if applicable (timeline varies). IID energizes non-CT metered service.
APPLICATION CHECKLIST

The following forms and information are required to process your application in a timely manner.

Application Forms

☐ Application for New Service.
☐ Contractor Information Sheet, if requested.
☐ Joint Trench Indemnity Agreement, if requested.
☐ Terms and Conditions.
☐ Motor Nameplate Data Sheet, if requested.

Engineering Documents

Approved electrical engineered drawings in AutoCAD format reflecting the following:

☐ City-approved street improvement drawings.
☐ Project site plan and legal description of the property.
☐ One-line diagram.
☐ Approved streetlight plan.
☐ Main panel size and voltage.
☐ Main panel location.
☐ Panel schedules.
☐ Motor starter data sheet.
☐ List of motor size(s) in HP.

Rights of Way and Easements

☐ All rights of way and easements shall be in the form acceptable to and at no cost to IID for the installation, operation and maintenance of all electric facilities.

For PV Projects

☐ Application projects check-sheet.
☐ Electrical one-line diagram check-sheet.
☐ Site plan check-sheet.

All files should be in .pdf, e-file, and/or printed, as requested.
Customer Project Development Services
Credit Establishment Requirements

Residential Application:
1) Complete the Project Information and Single Family Residential Application sections.
2) Sign the application.
3) Attach a photocopy of your driver’s license.
4) Provide your social security number (at least the last four digits).

Commercial Application: (Sole Proprietor)
1) Complete the Project Information and Commercial sections.
2) Sign the application.
3) Attach a photocopy of your driver’s license.
4) Provide your social security number (at least the last four digits) and/or your Federal Tax ID number.

Corporation, LLC or LLP:
1) Attach a copy of your articles of incorporation, your annual statements of Domestic Corporation, or a copy of your annual stockholders’ report.
2) Provide your Federal Tax ID number.
3) The officer/member must provide a letter of authorization for the person signing if he or she cannot sign.
4) Entity paperwork must be provided with this application, if applicable.

Partnership:
1) Both partners must sign the application or one partner may sign and attach partnership papers.

Limited Partnership:
1) Attach limited partnership documents.
2) General partnerships that are a corporation will need to include the information requested for a corporation (see Corporation, LLC or LLP above).
3) A partner must sign or provide a letter of authorization for the signing agent.

Additional:
1) A service establishment fee of $25.00 will be billed on your first energy statement.
2) Guarantee deposits are held until credit is established in accordance with IID Regulation 7. A copy of this and other regulations is available on our website www.iid.com.

Guarantee Deposits May Be Made Using One of the Following Methods:
1) Cash, check, credit card or electronic funds transfer.
2) Indemnity Bond from your insurance company (forms available upon request).
3) Irrevocable Letter of Credit from your bank.
# Customer Project Development Services
## Application for Service

<table>
<thead>
<tr>
<th>PROJECT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT ADDRESS</td>
</tr>
<tr>
<td>ELECTRICAL INSTALLATION</td>
</tr>
<tr>
<td>□ Overhead</td>
</tr>
<tr>
<td>Main Panel Size ________ (Amps)</td>
</tr>
<tr>
<td>TYPE OF PROJECT:</td>
</tr>
<tr>
<td>Bus. Hrs. ______________________</td>
</tr>
<tr>
<td>CONSTRUCTION CONTACT NAME</td>
</tr>
<tr>
<td>CONTRACT ACCOUNT NUMBER</td>
</tr>
<tr>
<td>PROJECT DESCRIPTION (attach additional pages as necessary)</td>
</tr>
</tbody>
</table>

**Electrical one-line / panel schedules / panel specifications may be required**

## Single Family Residential Application Information (If Other, Skip to Next Section)

| CUSTOMER NAME (if different than above) | CELL NUMBER | OTHER PHONE | EMAIL |
| BILLING ADDRESS (if different than above) | CITY | STATE | ZIP CODE | DRIVER LICENSE NUMBER |
| SOCIAL SECURITY NUMBER | DATE OF BIRTH | PLACE OF EMPLOYMENT | MARITAL STATUS |
| OTHER CONTACT (if any) | CELL NUMBER | OTHER PHONE | EMAIL |

## Commercial, Industrial, Residential Subdivision, Temporary Service or Agricultural

| PROJECT OWNER BUSINESS TYPE: | □ Corporation | □ Partnership | □ Sole Proprietor | □ L L C | □ L L P |
| BUSINESS NAME | DOING BUSINESS AS (if applicable) |
| BILLING ADDRESS (if different than above) | CITY | STATE | ZIP CODE |
| IF PARTNERSHIP, LIST PARTNER NAMES |
1. 2.
| IF CORPORATION, LIST THE FOLLOWING: |
| President/Member | Secretary/Member |
| Vice President/Member | Treasurer/Member |
| Federal Tax ID # |
| SIGNATORY #1 (if applicable) | TITLE | DRIVER LICENSE NUMBER | STATE |
| CELL NUMBER | OTHER PHONE | SOCIAL SECURITY NUMBER (if applicable) |
| SIGNATORY #2 (if applicable) | TITLE | DRIVER LICENSE NUMBER | STATE |
| CELL NUMBER | OTHER PHONE | SOCIAL SECURITY NUMBER (if applicable) |

*Signature required on next page.*
Excerpts from Regulation No. 6
The customer shall, at his own risk and expense, furnish, install and keep in good and safe condition all electric wires, lines, machinery and apparatus of any sort which may be required for receiving electric energy from the District, and for applying and utilizing such energy, including all necessary protective appliances and suitable housing therefor. The District shall not be responsible for any loss or damage occasioned or caused by the negligence or want of proper care or wrongful act of the customer or any of his agents, employees or licensees on the part of the customer in installing, maintaining, using, operating or interfering with any such wires, lines, machinery or apparatus.

Excerpts from Regulation No. 11
The district shall, at its option, have the right to disconnect its services until the customer has complied with all the terms of the agreement and of the District’s regulation.

Excerpts from Regulation No. 15
The District will construct, own, operate and maintain lines only along public streets, roads and highways which the District has the legal right to occupy and on public lands and private property across which rights-of-way satisfactory to the District may be obtained without cost or condemnation by the District.

All Imperial Irrigation District Regulations Governing the Sale and Use of Electric Energy are available for viewing at all IID Division Offices, Imperial Operating Headquarters and online at www.iid.com.

☐ I have read and agree to the Regulations listed above.

Signature: _______________________    Title: ___________________________
Print Name: ______________________   Date: ___________________________

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INTERNAL USE ONLY

<table>
<thead>
<tr>
<th>BP no.</th>
<th>□ CO □ DO □ Urban □ Rural</th>
<th>Cycle</th>
<th>Book</th>
<th>ARDMS segment no.</th>
<th>New seg.</th>
<th>ARDMS sequence no.</th>
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<thead>
<tr>
<th>Contract account no.</th>
<th>CO date</th>
<th>DO date</th>
<th>Rate</th>
<th>SE</th>
<th>HP</th>
<th>SIC</th>
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<tr>
<th>HP/Schedule change From</th>
<th>To</th>
<th>STAPP</th>
<th>□ Yes □ No</th>
<th>Meter no.</th>
<th>Reading</th>
<th>Multi.</th>
<th>Demand</th>
<th>Serial no.</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Credit est.</th>
<th>□ Yes □ No</th>
<th>G.D. no.</th>
<th>Amount</th>
<th>□ New installation □ Re-install □ Re-connect □ Removed □ Left on premise</th>
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<table>
<thead>
<tr>
<th>Remarks</th>
<th>Notes</th>
<th>Nearest meter no.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Received by CA</th>
<th>Keyed in computer</th>
</tr>
</thead>
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CONTRACTOR INFORMATION SHEET

If applicable, please select the level of authorization for communication with your contractor.

Contractor

Address

Contact

Contact Phone

Email Address

☐ Attend meetings and/or respond to correspondence regarding this project.
☐ Pick-up the contractor notes packet for this project.
☐ Receive electronic files for this project, including energy account information.
☐ Obtain approvals, to complete this project.

Signature: _______________________    Title: ___________________________
Print Name: ______________________   Date: ___________________________
Indemnification Agreement
In consideration for the provision of electrical utility service by IID for the development project identified in the Standards Specifications and Contractor Information Sheet, Applicant and IID agree as follows: The provision of electric utility service to Applicant is conditioned on compliance by Applicant with all applicable laws including the Imperial Irrigation District Regulations Governing the Sale and Use of Electric Energy and Rate Schedules.

Applicant shall defend and indemnify IID, from any: liability, claims, suite or actions; losses, expenses, fees, or costs of any kind, so long as such things are in relation to, as a consequence of, arising out of, or in any way attributable actually, allegedly or impliedly, in whole or in part, to the provision of electrical service by IID to Applicant for the development project identified in the Standards Specifications and Contractor Information Sheet; however, Applicant shall not be required to indemnify and hold harmless IID as set forth above for liability attributable to the sole fault of IID.

Customer Initials _____

Environmental Impact Information
The work IID has to undertake to provide the electric service requested may cause impacts to the environment. Since the work is customer-driven and not a system upgrade, it is IID’s policy that any environmental impacts created by new, relocated, modified or reconstructed IID facilities (which can include, but are not limited to, substations, transmission and distribution lines, IID-owned canals and drains, etc.) required to provide electric service to the customer need to be assessed in accordance with the California Environmental Quality Act and National Environmental Policy Act, if applicable, and, if required, mitigated. Failure to comply with such requirements will result in the postponement of the service requested until the appropriate environmental documentation is obtained by the customer from the lead agency having jurisdiction to permit the customer’s project and the environmental impacts are fully assessed and mitigated. Any and all mitigation necessary as a result of the impacts on the environment caused by the construction, relocation and/or update of the IID facilities is the responsibility of the customer.

At its discretion IID will verify, via its field crews and project inspectors, if impacts are being mitigated per customer’s environmental document and if customer is providing on-site mitigation monitoring. If not, customer will be advised of this and IID work will be halted until the appropriate mitigation measures and monitoring are in place.

Customer Initials _____

Engineering Fee
I acknowledge that failure to complete and return all pertinent forms to IID could cause a delay in electric service. I agree and understand that the Engineering Fee will be paid to begin engineering a project and will be applied as a credit toward the construction cost of the project. The Engineering Fee is non-refundable. Any design changes that result in the redesign of the project, and therefore alters prior schedule IID commitments will require an additional non-refundable Engineering Fee and may cause delays in construction schedules(s).

Customer Initials _____
Engineering will analyze the effect of large motors connected to the IID system based on the motor nameplate data and motor starter information.

**Motor Nameplate Data:**
- All motors - 50 HP and above.
- Simultaneously starting motors - 15 HP and above.
- All motors starting more than one time per hour - 15 HP and above.
- See typical nameplate:

<table>
<thead>
<tr>
<th>HP</th>
<th>Phase</th>
<th>Insul. Class</th>
<th>HZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frame</td>
<td>V230 A</td>
<td>V460 A</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Code</td>
<td>Enclosure Type</td>
<td>Service Factor</td>
</tr>
<tr>
<td>RPM</td>
<td>Design</td>
<td>NEMA Nom Eff.</td>
<td></td>
</tr>
<tr>
<td>ID No.</td>
<td></td>
<td>Max AB Temp.</td>
<td></td>
</tr>
</tbody>
</table>

**Motor Starter Information:**
- Please provide motor starter data.
- This data can be obtained from the manufacturer or the manufacturer’s catalog.

**Generator Information (PV):**

<table>
<thead>
<tr>
<th>Rated Capacity (CEC-AC, kWh)</th>
<th>Generator Type (Solar, Wind, Battery, Etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generator Equipment Manufacturer</td>
<td>Generator Module Number</td>
</tr>
<tr>
<td>Inverter/Controller Manufacturer</td>
<td>Inverter Model Number</td>
</tr>
<tr>
<td>Type of Visible Open Disconnect</td>
<td>Estimated Monthly Production, (kWh)</td>
</tr>
<tr>
<td>Estimated Date of Parallel Operation</td>
<td></td>
</tr>
</tbody>
</table>
The joint trenching of utilities, as opposed to the trenching of utilities in separate trenches, is a development and construction method which provides cost savings to Contractors. However, joint trenching also presents additional risks of danger due to the proximity of utilities in a common trench. In consideration for permission given by IID to Contractor to install all utilities in a joint trench, Contractor agrees to indemnify IID as set forth herein.

In consideration for permission given by IID to Contractor to install all utilities in a joint trench, Contractor and IID agree that Contractor shall defend and indemnify IID, from any: liability, claims, suit or actions; losses, expenses, fees, or costs of any kind, so long as such things are in relation to, as a consequence of, arising out of, or in any way attributable actually, allegedly or impliedly, in whole or in part, to the joint trenching of utilities by Contractor and/or its subcontractors. However, Contractor shall not be required to indemnify and hold harmless IID as set forth above for liability attributable to the sole fault of IID.

Signature: _______________________    Title: ___________________________

Print Name: ______________________   Date: ___________________________