

## Member information & check list requirements for New Construction

1. Contact Juanita at 505-847-1023 to request an appointment for estimate. At that time an **Engineering deposit** will be collected to have Staking Engineer go out to the property to determine how much it will cost to have power installed on the property. **Note: Deposit amount will be based on construction plans. All fees must be paid in full prior to Staking Engineer going out to review property. See: Engineering deposit for breakdown of fees.**
2. Complete the "New Construction Application". Information that will be needed is Name, Mailing Address, and Phone Number (home, work or mobile), Location: Legal description (lot, block, subdivision number) or plot of land.
3. Pay service deposit of \$150, or provide a letter of credit (in very good standing) from current utility company. There will be a \$50.00 + tax non-refundable charge for each connection that is needed. (Example: a new connect is \$50.00 or temporary to permanent connect will be \$100.00 + tax.)
4. A "Right of Way Easement" giving CNMEC permission to install power on the property needs to be filled out. In some cases additional easements may be required. This is required on all properties. **Certain requirements are applied contact Juanita or Sabrina for explanation.**
5. **A Land Use Permit is required on all properties that are not within city limits.** Torrance County call (505) 246-4759. Santa Fe County call (505) 986-6226.
6. It is the member's responsibility to hire a licensed electrician. (See attached list) The electrician needs to install the metering point. He will also be responsible for turning in the electric permit when the job is ready for inspection. Once the job is ready, the electrician needs to call the state electrical inspector, and let him know the job is ready for inspection. **CNMEC HAS NO CONTROL OVER THE STATE ELECTRICAL INSPECTOR, OR HOW LONG IT TAKES HIM TO RETURN THE PERMITS.** Waiting for the permits to be returned can be lengthy.
7. If your job requires permits from the State Highway Department, Interstate, BLM, or Railroad, it usually takes several weeks for permits to be returned to CNMEC.
8. **Call New Mexico One-Call before you do any excavating at 811 or (505) 260-1990 or 1-800-321-ALERT.** If you dig without calling New Mexico One-Call and hit any utility lines you could be fined up to \$10,000.00.
9. If you are requesting underground service, it is your responsibility to open and close the ditch for the electric line. The ditch must be a minimum of 42 inches deep. The only other utilities allowed in the same ditch are phone, cable TV, and water (electric line MUST be on the bottom with a minimum of 1-foot separation). **GAS LINES AND SEWER LINES ARE NOT ALLOWED IN THE SAME DITCH. IF DITCH'S ARE SIDE BY SIDE THERE MUST BE AT LEAST 18-INCHES OF (UNDISTURBED SOIL) SEPARATION.**
10. Once the ditch is open, the member or electrician needs to call the Staking Engineer that is working on their job, and notify them that it is ready for the wire drop. They will then go out & put the wire in the ditch based on current workload & availability. It is the member's responsibility to cover up the ditch.
11. **ONCE ALL PERMITS, AND EASEMENTS ARE RETURNED, the job will be turned over to the construction department. CONSTRUCTION COULD TAKE UP TO 15 WORKING DAYS BEFORE WORK BEGINS ON YOUR JOB. NOTE: THAT STORMS &/OR INCLEMENT SITE CONDITIONS COULD DELAY THIS EVEN FURTHER.**

**IF YOU HAVE ANY OTHER QUESTIONS PLEASE CONTACT THE STAKING ENGINEER OR MEMBER SERVICE TECH. WORKING ON YOUR JOB.**