

# PNM Service Application for Single Residential Projects

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Today's Date: \_\_\_\_\_ Requested Permanent Service Date: \_\_\_\_\_

*Please print or type.*

**1. New Home Information:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Block and Lot Number: \_\_\_\_\_

**2. Builder Information:**

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**3. Person Responsible for Construction Charges:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**4. Site Information:**

Single Family House     Manufactured Home

Square Footage of Dwelling: \_\_\_\_\_

Stage of Construction:     Staked     Foundation In     Under Roof

Do you need temporary power during construction?  Yes  No

**5. Load Requirements:**

Main Disconnect Size  200 amp  320 amp  other \_\_\_\_ amp

Space Heating:  Electric  Gas  Propane \_\_\_\_ sq. ft Heated Area

Water Heating:  Electric  Gas

Air Conditioning:  Evaporative  Refrigerated, \_\_\_\_ tons

Additional Equipment:  Water Well  Swimming Pool  Hot Tub

**6. Is there any other information that PNM needs to know about your project? Please note below.**

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**7. PLEASE NOTE: If your plans change, please contact your PNM representative as soon as possible. PNM will work with you to assure that adequate electric services are provided. In the event that your plans change, you may be responsible for additional costs. Depending upon the changes, PNM's ability to meet your construction schedule may be impacted.**

**8. Summary:**

To ensure that PNM can quickly and easily process your service application, please provide the following:

- √ Load Information (See #5 above).
- √ A complete set of plans (*electronic version if applicable*), including:
  - A recorded plat, site plan, grading plan, road and utility plans (*including water/well/sewer/septic and storm drains*).

**Thank you.**

## Frequently Asked Questions

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Q. How do I request service with PNM?

A. Complete the PNM Service Application contained in your new construction packet. Then bring in the completed application, requested documentation and drawings, and payment to a PNM office in your area. Once completed a PNM representative will be assigned to your job and contact you.

Q. When do I need to contact PNM to initiate a job?

A. It is best to submit your PNM Service Application as soon as possible, preferably in the initial phase of your construction job.

Q. What happens after I have provided my completed PNM Service Application and documentation?

A. PNM will review your materials and assign a PNM representative to work with you on your construction project.

Q. What happens if my plans change?

A. Contact your PNM representative as soon as possible. PNM will work with you to assure that adequate electric services are provided. In the event that your plans change, you may be responsible for additional costs.

Q. What else do I need to provide?

A. Meter base installed by a licensed electrician.

Q. What additional fees and/or costs might there be?

A. There will be fees for connection of your electric service and yard line fees. There may be temporary service fees.

Q. What service equipment will I need?

A. Please refer to PNM's Drawing #DS-4-5.0, Underground Service Entrance System (enclosed in your packet).

Q. Can I provide my own trench? If so, what are the requirements?

A. You can provide your own trench. For your convenience, we have attached PNM's Trenching Policy that is located on page 72 of the Electric Service Guide. For further assistance please contact a PNM representative.

Q. When does your job get scheduled?

A. Construction on your job will be scheduled after the following: all applicable permits and/or fees are obtained and/or paid, right-of-way/easement is obtained, environmental approvals are obtained, contracts are signed and payments have been made.

## Residential Application Check List

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- ❑ Complete the Application for New Residential Service
- ❑ Submit hard copy of filed plat showing all easements of record
  - Plus electronic copy if available (AutoCAD v.14 or better)
- ❑ Submit copy of warranty deed/proof of ownership
- ❑ Submit site plan, including:
  - Proposed location of electric meter
  - Driveway orientation with distances from property lines
  - Grading Plan (especially retaining walls)
- ❑ If the service is greater than 200-Amps, submit a complete set of Electrical Plans stamped by a registered Professional Electrical Engineer licensed in the State of New Mexico, including:
  - Location of the service entrance and PNM electric meter
  - Riser diagram including size and type of conductors with main disconnect and panel rating
  - Load summary to include total NEC KW demand load and KVA connected load estimate
  - Heating requirements (Electric or Gas)
  - Air conditioning requirements (Refrigerated or Evaporative)  
*Please discuss this with your licensed electrical contractor.*

### ***Policy & Procedures:***

- ❑ Review Electric Service Guide
  - <http://www.pnm.com/esg/chapters.htm> (Single-Family Homes Chapter)
- ❑ Review Rule 15
  - <http://www.pnm.com/esg/chapters.htm> (Policies Chapter)

### ***Special Circumstances:***

- ❑ Provide County Utility Authorization (Santa Fe County only)
  - ❑ Provide Historic Review Documentation
  - ❑ Provide Service Line Agreement (Pueblos only)
  - ❑ Provide copy of Dust Control Permit if needed (Bernalillo County only)
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## Trenching Policy

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### **Trenching for Electric Facilities Only;**

In those areas where we determine that standard trenching equipment cannot economically or practically excavate for an underground distribution system, the customer will either provide the necessary trenches for the entire distribution system or will pay PNM a non-refundable fee for all trenching costs incurred which exceeds the current cost of excavating by standard trenching equipment. When the customer provides the trench, the customer does not have to pay our estimated cost to excavate with standard trenching equipment.

### **Trenching for Electric Facilities With Other Utilities;**

PNM may choose to provide joint trenching and coordination for extensions to a single lot. For developments of two lots or greater, the customer will provide the trench. This will include trenching within the development and trenching leading up to the development. When the customer provides trenching for other utilities, i.e., gas, phone and/or cable, in a joint trench with PNM electric, the customer will be responsible for providing the necessary trenches and coordination with all utilities for the entire distribution system.

When the customer provides the joint trench, PNM will coordinate with the excavator for the timely installation of its electric facilities. PNM will also share its route with other utilities to facilitate their designs for the joint trench route. The following stipulations and guidelines apply when such a common trench is utilized:

- The installation shall be subject to conditions presented in this Guide.
- The installation shall be made in accordance with the provisions of all applicable codes including the National Electrical Safety Code.
- When a joint-use trench will include natural gas piping the excavator must meet the criteria established by the local gas distribution company. See your local gas representative for details.

When the Customer provides the trenching, the Customer may receive a trench credit against PNM's electric installation estimate(s) equal to the cost of the minimum trench required for the PNM facilities.

Customer provided trenching shall comply with OSHA and all applicable codes and local jurisdictional authority requirements. Refer to DS-10-8.0 pages 1-8 for trenching details. The Customer is responsible for all open trenches and must maintain the trenches for the entire duration that they are open. The Customer is also fully and solely responsible for guaranteeing and assuring that the trench is

located within either: 1) dedicated easements to PNM, 2) dedicated public utility easements, or 3) dedicated road rights-of-way. Customer shall provide PNM with a survey verifying and certifying the location of the trench within such dedicated easements and/or road rights-of-way. Said survey shall be duly stamped and sealed by a licensed New Mexico surveyor.