

Residential Construction Project Checklist



Use this checklist to complete the necessary paperwork and keep your project on track. Remember to submit your Construction Request application at the start of your project to ensure there is sufficient time for design, scheduling and construction.

☐ **Verify your property is in our service territory**

Use the [Electric Service Area Map](#) or contact us.

- If you are interested in rebates, energy efficiency, or heating options, please review our [Programs & Rebates](#).

☐ **Complete the Construction Request application**

Complete [online](#) or download the [PDF](#). Once we receive your completed application the project will be placed in our queue for the next available Minnesota Power distribution service representative who will be your electrical designer. If you have provided an email address, we will email you updates. Once your service representative is assigned, you should hear from them within 1-2 weeks to discuss your electric needs and set up an appointment for a site visit, if required.

☐ **Review the requirements to prepare your site**

Take any necessary actions to properly prepare your construction site listed under **Step 4**.

☐ **Gather the necessary right-of-way documents, easements, permits, or licenses**

With the assistance of your Minnesota Power representative.

☐ **Make payment to Minnesota Power** as quoted by your representative, if applicable.

Full payment for line extensions or temporary service must be made before installation is scheduled.

☐ **Provide a copy of your state electrical inspection information** to your Minnesota Power representative.

☐ **Determine location of private underground facilities**

The customer is responsible for locating and marking privately-owned underground facilities. Minnesota Power (and/or its contractors) will not be held responsible for damage to private underground facilities that have not been properly identified and marked.

☐ **Work will be scheduled after all requirements are met**

Please make sure your site remains ready for service with a path clear of obstructions and keep us informed about any design or scheduling changes. Any deviation from the electrical design, once established, may result in additional costs for redesign and delays in construction.

☐ **Billing will begin when the electric meter is installed**

If the account is established in the name of the builder/general contractor, it is the responsibility of the new occupant/homeowner to contact Minnesota Power to have the electric bill transferred into their name. Call us at 1-800-228-4966 or transfer the account [online](#).

Questions? We're here to help. Call 1-877-535-0394 or email newconstruction@mnpower.com.