

CHECKLIST

This checklist will help you make sure the necessary paperwork is completed, and your job stays on track. Your Construction Request application should be submitted at the start of your project to ensure ample time to complete your request.

Questions? We're here to help you every step of the way. We can be reached by phone at 1-877-535-0394 or email newconstruction@mpower.com.

- 1. A determination that your property is in our service territory. This can be verified by using the [Electric Service Area Map](#) or by contacting us.
- 2. If you are interested in rebates, energy efficiency, or heating options please review our [Programs & Rebates](#).
- 3. Complete either the [online](#) or [PDF](#) version of our Construction Request application. Once we receive your completed application the project will be placed in our queue for the next available Designer. If you have provided an email address, we will email you updates. Once your Designer 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.
- 4. Review the requirements under step three of "[Your Residential Electric Service](#)" and take any necessary action.
- 5. With the assistance of your Designer, gather all necessary right-of-way documents, easements, permits, or licenses.
- 6. Make payment to Minnesota Power as quoted by your Designer, if applicable.
- 7. Provide a copy of your state electrical inspection information to your Designer.
- 8. Determine location of private underground facilities. Customer is responsible for the location and marking of 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.
- 9. Upon all requirements being met the work will be scheduled. Please make sure your site remains ready for service with a path clear of obstructions and keep us informed of any design or scheduling changes. Any deviation from the electrical design, once established, may result in additional costs for redesign and delays in construction.
- 10. Upon installation of the electric meter billing will begin. 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. This can be done by calling us at 1-800-228-4966 or online [here](#).