



## Project Initiation Information

The following is important information to assist you in applying for OG&E electric service and completing the OG&E Project Initiation Application for construction projects including the following:

- Single residence (rural or addition)
- Multi-family units (duplex, apartments, etc...)
- Underground Residential Developments (URD)
- Commercial / industry buildings
- Oil and Gas Exploration sites
- Temporary services
- Relocation or Rebuild of OG&E Facilities
- OG&E Lighting Projects

### Completing the Project Initiation Application

In order for OG&E to meet your requested service date, we strongly recommend you submit the completed Project Initiation Application as early as possible in your planning process. It is very important that you include all requested information applicable to your project. Do not omit any required fields as this will further delay the initiation of your project. OG&E policy is to cancel projects after 90 days if there is no response or site work does not progress.

Once received, your completed Project Initiation Application and site plans (if required) must be confirmed by our New Construction Representative. Upon confirmation, you will receive an email stating that your OG&E Project Initiation Application and necessary requirements have been satisfied and your project has been initiated. At this time, you will receive your OG&E work order number and an OG&E representative will be contacting you within 2 business days to set up a site visit

### Required Information

To ensure proper processing of your OG&E Project Initiation Application, it is required for OG&E to receive the following information applicable to your project:

#### **Residential (*permanent and temporary*)**

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for building site
- Electric Load Information (*Entrance size, A/C size, etc...*)

#### **Multi-Family, URD, Commercial (*permanent and temporary*)**

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for building site
- Site Plan (*see checklist for requirements*)

## **Oil and Gas**

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for well site
- Largest Motor (Horsepower)  $\geq$  25 HP will require additional motor information
- Number of Motors

## **Relocation/Rebuild of OG&E Facilities**

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for building site
- Electric Load Information (Entrance size, A/C size, etc...)

## **OG&E Lighting Projects**

- Completed copy of OG&E Project Initiation Application
- Number of lights to be installed

## **Initial Site Visit and Meter Location**

Before the initial site meeting, OG&E prefers you meet at least one or all of the following criteria: site plans, building or home layout staked, meter location determined, dirt pad, or foundation of building.

When selecting your desired OG&E meter location, it is necessary to follow OG&E's meter standards and requirements. These requirements can be found online at [www.oge.com](http://www.oge.com) under <New Construction Services> <OG&E Metering Standards>. Your OG&E representative can discuss the OG&E meter standard and requirements with you upon initial site visit.

## **Finish Date and Scope Changes**

Lead time for an individual project will vary depending on the scope and size of the work, permitting requirements, and weather conditions.

OG&E is committed to exceeding your expectations with a commitment to excellence and safety. Be advised that due to the nature of our business, weather can affect projects. Our first priority is the safety of our employees and customers. Weather events will be communicated to you as soon as possible by your Project Manager.

If you have any scope or electrical load changes to your project or fail to meet customer commitments, please communicate this to your Project Manager immediately to negotiate new finish dates.

## **Options for Submitting *OG&E* Project Initiation Application and Required Information**

- New Construction Representative 800-380-4643 or 405-619-6500
- [InitiationDesk@oge.com](mailto:InitiationDesk@oge.com)
- [www.oge.com](http://www.oge.com) <New Construction Services> <Project Initiation Application>

## OG&E Project Requirements Customer Checklist

To ensure that OG&E can quickly and easily process your application and confirm required information, please use the following information checklist.

- Project Address – County or City issued 911 address for project site
- Billing Information – As it pertains to construction and consumption charges
- Site Contact Information– Person OG&E will contact to discuss the project and send communications to regarding changes affecting status of project
- Electric Load Requirements – If you do not know your electrical load requirements, you will need to consult with a licensed electrician
- Site Plan to scale (1" = 100') –Site Plan must show the following:
  - Utilities including water, sewer, septic area, gas, electric
  - Easements
  - Driveways, Property Lines, Street names
  - Electric Panel Schedule, One Line Diagram (your wire size and #) and all Motor Information
  - Concrete and/or Paving schedule including Drainage
  - Grading and Civil (must be at final grade and before OG&E installation)

Site plans may be submitted as hard copy or electronic in OG&E approved format- Electronic site plan is preferred.

- *Preferred format*- AutoCAD (.dwg releases prior to Version 04)
- Micro station (.dgn) all releases
- Adobe (.pdf) (AutoCAD may be requested by Project Manager at initial site visit)

# OG&E Project Initiation Application

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**Today's Date:** [Click here to enter a date.](#)

**Requested Permanent Service date:** [Click here to enter a date.](#)

Has Building Permit been issued?  Yes  No If No, Why? Enter text.

If yes, date issued: Enter text. Building Permit Number: Enter text.

*Please Print or Type (\* indicates required information)*

## Billing Information

*Person Responsible for Billing	*Mailing Address		*Phone
*Social Security Number	*Federal Tax I.D. (Business)	Letter of Credit (if applicable)	*E-Mail

Preferred Method of Contact: Enter text.

## Project Contact Information

*Customer Name	*Project 911 Address		
Authorized Agent	Mailing Address	Phone	E-Mail
*Site Contact	Mailing Address	*Phone	*E-Mail
Electrician	Mailing Address	Phone	E-Mail

Preferred Method of Contact: Enter text.

## Type of Construction

- [Relocation/Rebuild of OG&E facilities](#)  [Residential](#)  [Multi-Family](#)  [URD](#)  
 [Commercial/Industrial](#)  [Oil and Gas](#)  [Lighting Project](#)

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## Rebuild/Relocation of OG&E Facilities

Adding Load?  Yes  No

If yes, current Service Amperage: Enter text. New Service Amperage: Enter text.

**Voltage Required:**  Single Phase  Three Phase

- 120/240  120/208  277/480  other: Enter text.

**OG&E facility relocation required?** *(Transformer, pole, guy wire, buried cable, lights etc...)*

Yes     No    *(Charges may apply)*

Overhead to Underground conversion *(Charges may apply)*

Service Relocation *(Charges may apply)*

Remove OG&E facilities *(Charges may apply)*

Description of relocation work:

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## Residential

Home Square Footage: Enter text.

Largest A/C Unit: Enter text.

**Voltage Required:**    Single Phase     Three Phase

120/240     120/208     277/480     other: Enter text.

**Electric Entrance Size:**

100 amp     200 amp     400 amp     other: Enter text.

Total Electric     Gas

How Far do you plan to build from OG&E facilities? Enter text.    *(Charges may apply after 300ft.)*

**Stage of Construction:**

Not Started     Staked     Foundation     Under Roof

**Temporary Power required?**    Yes     No    Date: [Click here to enter a date.](#)

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## Multi-Family

Unit Square Footage: Enter text.

Largest A/C Unit: Enter text.

Duplex     Triplex     Quadplex     Patio Homes     Apartments

Number of Units: Enter text. Meter Configuration:  Gang  Single (1 Service per lot)

Total Electric  Gas

**Voltage Required:**  Single Phase  Three Phase

120/240  120/208  277/480  Other: Enter text.

**Temporary Power required?**  Yes  No Date: Enter text.

**Project includes OG&E installed lighting?**  Yes  No # of lights: Enter text.

Lights on standard wood poles  Decorative poles (Charges may apply for upgrade)

Do you have required site plans: (AutoCAD or Micro station format)  Yes  No

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### URD (Underground Residential Development)

Home Square Footage: Enter text. Largest A/C Unit: Enter text. Number of Lots: Enter text.

**Electric Entrance Size:**

100 amp  200 amp  400 amp  Other: Enter text.

Total Electric  Gas

**Voltage Required:**  Single Phase  Three Phase

120/240  120/208  277/480  Other: Enter text.

**Project includes OG&E installed lighting?**  Yes  No # of lights: Enter text.

Lights on standard wood poles  Decorative poles (Charges may apply for upgrade)

Do you have required site plans: (AutoCAD or Micro station format)  Yes  No

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### Commercial/Industrial

Building Square Footage: Enter text. Largest A/C Unit: Enter text. Largest Motor HP: Enter text.

Number of Motors: Enter text. (If Motor HP  $\geq$ 25HP, additional motor information will be required)

**Electric Entrance Size:**

<400 amp  400 to 1000 amp   $\geq$ 1200 amp (Customer required to bring load wires to us)

**Voltage Required:**  Single Phase  Three Phase

120/240  120/208  277/480  Other: Enter text.

**Temporary Power required?**  Yes  No Date: Enter a date.

**Project includes OG&E installed lighting?**  Yes  No # of lights: Enter text.

Lights on standard wood poles  Decorative poles (*Charges may apply for upgrade*)

Do you have required site plans: (*AutoCAD or Micro station format*)  Yes  No

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### **Oil and Gas**

Largest Motor HP: Enter text. # of Motors: Enter text.

If Motor HP  $\geq$ 25HP Additional Motor information will be required

**Voltage Required:**  Single Phase  Three Phase

120/240  120/208  277/480  Other: Enter text.

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### **OG&E installed lighting**

# of lights: Enter text.

Lights on standard wood poles  Decorative poles (*Charges may apply for upgrade*)

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**Additional Information that OG&E will need to know specific to your project:** (*gates, dogs, etc...*)