



Project Initiation Information Guide and Checklist

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
- Agriculture

Completing the Project Initiation Application

The following is required information to assist OG&E in providing you with safe and reliable electric service in a timely manner. It is very important all information submitted is accurate. Please do not omit any required fields as this will further delay the planning of your project.

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
- Type of Facility
- Motor Information
- Voltage Required
- Stage of Construction

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 attached Project Requirements Customer Checklist*)
- Type of Facility

- Motor Information
- Voltage Required
- Stage of Construction
- Meter Configuration

Oil and Gas

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for well site
- Motor Information
- Voltage Required

Relocation/Rebuild of OG&E Facilities

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for building site
- Type of Facility
- Voltage Required
- OGE Facility relocation information

OG&E Lighting Projects

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

Agriculture

- Completed copy of OG&E Project Initiation Application
- County or City issued 911 Address for building site
- Type of Facility
- Stage of Construction
- Voltage Required (Electrical Entrance size, motor information, etc.)
- Type of Cultivation

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. 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
- [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)