

Builder Process: Build Multiple New Structures

PROJECT INITIATION

1. **Member** contacts Cobb EMC to verify we serve the area. Be prepared with nearby cross streets, as this will aid in our verification.
2. **Member** applies for an account, if required, and pays any deposits owed.
3. **Member** submits temporary service request form. We recommend making this request as soon as you are ready. You can initiate multiple requests if you are building several homes or businesses at once.

DEVELOPMENT PLANNING

4. **Cobb EMC** conducts site visit, if needed. We will either visit the site directly, or coordinate together if you need to be present for this walk through. We will also discuss lighting at this time if needed, and answer any questions you may have.
5. **Member** provides building plans. Please include the site, utility, and electrical plans in PDF format. If available, please send the land-base and utility map in AutoCAD (*.dwg) format as well. Be sure to include water and sewerage drainage layout layers if possible.
6. **Cobb EMC** designs the project.
7. **Member** reviews design. The engineer will also provide a cost estimate at this time.
8. **Member** pays build invoice. This invoice must be paid before build out can begin.
9. **Member** signs all agreements required. All required agreements must be signed before build out can begin.
10. **Member** requests all applicable inspections. Please note that the county may have lead time before getting to your project, so we recommend applying for this as soon as possible.

TEMPORARY SERVICE INSTALLATION

11. **Cobb EMC** connects temporary service pole. Please note that the schedule is subject to change based on weather and potential emergency situations.
12. **Member** billed monthly for temporary service usages, as well as temporary meter set fee. Note that you can call in to have temporary service disconnected at any time. Temporary service disconnections can be requested one at a time, in alignment with or separately from permanent service requests.

PERMANENT SERVICE ESTABLISHMENT

13. **Member** installs the permanent meter base when the build nears completion. Before Cobb EMC can energize it, it must be inspected and approved by the county.
14. **Member** submits permanent service request. You must make one request for each home or business ready for permanent power. Not all permanent services need to be requested at once. You may also indicate on the form if you'd like the associated temporary service disconnected or not (temp to perm).
15. **Cobb EMC** connects permanent service. Please note that the schedule is subject to change based on weather and potential emergency situations.
16. **Cobb EMC** completes final temporary service disconnection upon member request.



COBB EMC