

# Builder Process: Demolish Old Structure and Build New

## PROJECT INITIATION

1. **Member** contacts Cobb EMC to request removal of lines and existing meter.
2. **Member** submits the temporary service request form. We recommend making this request as soon as you are ready.
3. **Cobb EMC** removes existing lines and meter(s). Please note that the schedule is subject to change based on weather and potential emergency situations.



## 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.
6. **Cobb EMC** designs the project.
7. **Member** reviews the 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. We will submit a locate request if needed. 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.



## TEMPORARY TO PERMANENT SERVICE

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** calls to request a 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.

