COMMERCIAL DEVELOPMENT & SERVICES APPLICATION

Use a COMMERCIAL application to request construction services for a business location OR for detached structures on a residential property (barn, well, etc.).

To help us process your application efficiently, please provide all requested information. Missing information will result in delays. If you have any questions or need assistance you may call (210) 353-4050.

If you are within an **EXTRATERRITORIAL JURISDICTION**, please reference page 3 before starting your application.

Electronically (Preferred)	By Mail	By Hand Delivery
• Register and apply online: Construction & Renovation Web Portal ***OR*** • Email this completed form to: CE@CPSEnergy.com	CPS Energy Attn: Customer Design & Delivery P.O. Box 1771 Mail Drop #RT0901 San Antonio, Texas 78296-1771	Southside Customer Service Center 660 SW Military Dr. Suite X San Antonio, Texas 78221

Do you have an existing meter that needs to be energized? (ex: move-in, establishing monthly usage account)?

If you selected YES, do not proceed with application. Call Customer Service for assistance at 210-353-2222.

Is this a request for new build, service upgrade, or meter relocation? ☐ YES ☐ NO

Do you have an existing meter to be temporarily turned off while you perform work? ☐ YES ☐ NO

Have you already had a Utility Preliminary Plan Review meeting with CPS Energy? ☐ YES ☐ NO

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: ☐ YES ☐ NO

If yes, specify which location _____

To request a meeting, use the Construction & Renovation Web Portal or UPPR Meeting Request Form

PROPERTY OWNERSHIP TYPE

Please indicate the intended use of the dwelling within this property:

☐ Rental Property (the units will be rented to tenants)

☐ For Sale (the units will be sold separately to individual buyers)

PROJECT INFORMATION

Project Name:_____ Company Name: _____

Location/Address:_____

Application Date:_____ Requested CPS Energy Energize Date*: _____

**Note: Please note that your service start date will depend on the complexity of your project and the completion of your responsibilities described in the Construction & Renovation Step-by-Step Processes*

CONTACTS

***Primary Contact Name**:_____ Company / title_____

**Primary Contact will receive status updates on the work progress and will be contacted if additional information is needed.*

Phone:_____ Email: _____

Engineer:_____

Phone:_____ Email:_____

Electrician:_____

Phone:_____ Email:_____

Plumber:_____

Phone:_____ Email: _____

General Contractor:_____

Phone:_____ Email: _____

Superintendent:_____

Phone:_____ Email: _____

Developer: _____

Phone:_____ Email: _____

Owner:_____

Phone:_____Email: _____

BILLING

Billing Name:_____

Party responsible for invoice payment

Phone:_____ Email: _____

Billing Address:_____ Apt/Unit #: _____

City:_____ State:____ Zip Code:_____ Billing Tax ID #_____

(EIN/SS/TDL #)

☐ Tax Exempt - attach form 01-339: (https://comptroller.texas.gov/forms/01-339.pdf)

SERVICE ADDRESS

Please read the following information before proceeding:

- A complete and accurate service address is required before service may be installed.
- **The City of San Antonio** assigns addresses within city limits. A service address must be assigned prior to the installation of an electric or gas service. An Address Verification Letter may be required if service address is not verifiable. This letter is supplied by the City of San Antonio.
- For an assignment of a new address or for an Address Verification Letter, you can submit the form by clicking on the following link: https://docsonline.sanantonio.gov/FileUploads/dsd/RequestforAddress.pdf and submitting to the City of San Antonio's Development Services Addressing Team, either in person at 1901 S Alamo or via email at dsd.addressing@sanantonio.gov. For further information, please contact their Land Entitlements Addressing Team at (210) 207-1111.
- **Incorporated cities** that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill Country Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, Schertz, Terrell Hills, Universal City (commercial only), and Windcrest.
  - **Important:** For addresses in an incorporated city, an Address Verification Letter may be required if service address is not found in our system. This letter is supplied by the incorporated city. For additional information, click on link:

  https://www. cpsenergy. com/content/dam/corporate/en/Document s/CSI /General%20Addressing %20Information.pdf
- **Bexar County -** CPS Energy assigns addresses outside of city limits**.**
  - **Important:** If the address is outside of city limits one of the following documents are required to assign your address:
    - Property survey ***OR***
    - Plat with legal description
    - **EXTRATERRITORIAL JURISDICTION (ETJ) APPROVAL / CERTIFICATE OF DETERMINATION**:

      If your site is outside San Antonio city limits, you may still be within San Antonio's ETJ. Please confirm your site location as per City of San Antonio ETJ boundary map:

      Extraterritorial Jurisdiction (ETJ) - City of San Antonio.

      If your site is within the ETJ, contact the City of San Antonio Business Services Center (One Stop) prior to obtaining any other releases for electrical service:

      1901 S. Alamo St., San Antonio, TX 78204 (210) 207-1111

Provide new address for service request:

Address:_____ Apt/Unit #:_____

City:_____ Zip Code: _____

NEW SERVICE REQUEST

Please select all applicable installation options from the following categories:

Structure Type

- ☐ Industrial/Manufacturing
- ☐ Restaurant
- ☐ Retail
- ☐ School
- ☐ Amenity Center
- ☐ Warehouse
- ☐ Hospital
- ☐ Other*
- ☐ Convenience Store
- ☐ Car Wash
- ☐ Barn
- ☐ EV Charging Station
- ☐ Generator
- ☐ Solar
- ☐ Workshop
- ☐ Irrigation
- ☐ Gate
- ☐ Well
- ☐ Private Lighting
- ☐ Data Center
- ☐ Master Development Plan
- ☐ Lift Station

Square Footage: _____

Please click on Distributed Generation and Rooftop Solar links for additional information if considering for your project.

ADDITIONAL INFORMATION

Please select all applicable service options from the following categories:

Service Voltage Requested

- ☐ 120/240 V (1-phase)
- ☐ 120/208 V (3-phase)
- ☐ 277/480 V (3-phase)
- ☐ Primary metering
- ☐ 4kV

Requested Service Type

- ☐ Permanent Electric Service
- ☐ Temporary Electric Service
- ☐ Gas Service
- ☐ Network
- ☐ Solar
- ☐ Pole Mount Transformer
- ☐ Pad Mount Transformer

Does total load exceed 475kVA? ☐ Yes ☐ No

Requesting Streetlights: ☐ Yes ☐ No

If Yes: ☐ Solar ☐ Underground ☐ Overhead Number of Lights____

Is there any existing CPS Energy Infrastructure to be removed from the project site? ☐ Yes ☐ No

If Yes: ☐ Remove ☐ Relocate ☐ Electric ☐ Gas ☐ Temp Electric ☐ Lights

AUTHORIZATION

Name: _____ Date: _____

APPLICATION ATTACHMENTS

The following attachments are required to be submitted with the application. Please note that your application will be "on hold" until all required documents are received.

***Note:** CAD file* (.dwg) *needs to be 2007 version or older.*

Small Commercial Customers (Overhead Transformers):

- ☐ Load Sheet(attached)
- ☐ Meter loop drawing (PDF File)
- ☐ Site Plan of Utility Services(PDF File)
- ☐ Address Verification Letter (If applicable)
- ☐ Tax Form 01-339 (If applicable)

Large Commercial Customers (Padmount Transformers):

- ☐ Load Sheet -Signed & Sealed if design drawings are not yet at 100% submittal (attached)
- ☐ Electric Meter Loop Drawing- Signed& Sealed if required by Electric Service Standards, Section 90.3.2(PDF File)

The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany the application.

Small Commercial Customers (Overhead Transformers):

- ☐ Customer Environmental Requirements Checklist (cpsenergy.com)
- ☐ Motor Load Form(for 100 HP motors or larger)

Large Commercial Customers (Padmount Transformers):

- ☐ Utility Site Plan- Signed & Sealed (CAD file, 2007 version or older & PDF file)
- ☐ Address Verification Letter (If applicable)
- ☐ Tax Form (If Applicable)
- ☐ Customer Environmental Requirements Checklist (cpsenergy.com)
- ☐ Gas Appliance/Plumbing Schedule- Signed & Sealed(PDF file)
- ☐ Gas Site One-Line Diagram- Signed & Sealed(PDF file)
- ☐ Motor Load Form (for 100 HP motors or larger)
- ☐ A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design Load Form (for 100 HP motors or larger)
- ☐ Property owner's contact information (phone number and email address)
- ☐ Easement document, signed by the property owner or authorized representative and notarized that must be presented to the CPS Agent before energizing the meter

ELECTRIC AND GAS LOAD SHEET (REQUIRED)

Project/Business Name: _____

Address/Location: _____

ELECTRICAL LOAD	
EQUIPMENT	**kVA**
A/C or Heating (largest HVAC load)	
Lighting	
Receptacles	
Water Heater	
Computers	
Refrigeration	
Elevators	
Motors under 100 HP	
Motors over 100 HP (Large Motor Form required)	
Electric Vehicle Charging	
Distributed Generation(Solar)	
Other: _____	
TOTAL estimated kVA	

GAS LOAD	
PRESSURE: ☐ 4 oz. ☐ 1 lbs. ☐2 lbs. ☐ Other: _____	**UNITS:** ☐ **BTU/h** ☐ **CFH**
Furnace / Boiler	
Water Heater	
Pool heater/ Whirlpool / Spa heater	
Range	
Cooktop	
Oven	
Gas Lighting	
Commercial Clothes Dryer	
BBQ Grill	
Fireplace (gas log)	
Fireplace (gas lighter)	
Patio heater / Fire Pit	
TOTAL estimated BTU/h or CFH	