RESIDENTIAL SERVICE APPLICATION

Use this application to request construction service for a single home, duplex, triplex or quadplex (1-4 meters).

Use a Commercial Development Application for detached structures on a residential property (barn, well, etc).

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

Electronically (Preferred)	*OR* by Mail	*OR* 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) or an existing meter to be temporarily turned off while you perform work?
If 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

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: ☐ Yes ☐ No

If yes, specify which location _____

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)

CUSTOMER & PROJECT INFORMATION

Application Date:_____ Estimated date site will be ready for CPS construction start: _____

***Primary Contact Name:** _____

Phone: _____ Email: _____

**Primary Contact will receive status updates as the work progresses and will be contacted if additional information is needed*

Electrician Contact Name: _____

Phone: _____ Email: _____

Plumber Contact Name: _____

Phone: _____ Email: _____

Property Owner Name *(if different from applicant)*: _____

Phone: _____ Email: _____

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 South 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/Documents/CSI/General%20Addressing%20Informati on.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	Requested Service Type	Permanent Electric Service Type
☐ Single Family Home	☐ Permanent Electric Service	☐ Overhead
☐ Manufactured Home	☐ Temporary Electric Service	☐ Underground
☐ Duplex	☐ Gas Service	
☐ Triplex	☐ Electric Vehicle Charging	
☐ Quadplex	☐ * All Night Security Lighting	
☐ *Other	☐ Private Lighting	
	☐ * Generator	
	☐ * Solar	

Square Footage:_____

**Please click on Distributed Generation, Rooftop Solar or All Night Security Lights links for additional information if considering for your project.*

ADDITIONAL INFORMATION

BILLING INFORMATION

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)

ELECTRIC & GAS EQUIPMENT INFORMATION (REQUIRED)

Project Name: _____

Address/Location: _____

NON-STANDARD ELECTRIC EQUIPMENT NEEDED	
	QUANTITY
Elevator	
Tankless Water Heater	
Electric Vehicle Charger	
Please Specify Other:	
Please Specify Other:	
Please Specify Other:	

GAS EQUIPMENT	
	QUANTITY
Furnace /Boiler	
Water Heater	
Tankless Water Heater	
Pool Heater/ Whirlpool/ Spa Heater	
Range	
Gas Light	
Cooktop	
Oven	
Clothes Dryer	
BBQ Grill	
Fireplace (Gas Logs)	
Fireplace (Log Lighter)	
Patio Heater / Fire Pit	
Generator	
Additional Valve / Future Item	

ELECTRIC AND GAS LOAD SHEET

Project Name: _____

Address/Location: _____

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)	
TOTAL estimated kVA	

PRESSURE REQUESTED: ☐4 oz. ☐ 2 lb.	**UNITS: ☐ BTU/h ☐ CFH**
Furnace /Boiler	
Water Heater	
Tankless Water Heater	
Pool Heater/ Whirlpool/ Spa Heater	
Range	
Gas Light	
Cooktop	
Oven	
Clothes Dryer	
BBQ Grill	
Fireplace (Gas Logs)	
Fireplace (Log Lighter)	
Patio Heater / Fire Pit	
Generator	
Other Equipment:	
TOTAL estimated BTU/h or CFH	

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.*

- ☐ Electric & Gas Equipment Information
- ☐ Load Sheet
- ☐ Meter Loop Drawing
- ☐ Certificate of Determination or Plat **(if site is in ETJ area, *see page 2*)**
- ☐ Address Verification Letter **(If Applicable)**
- ☐ Lot Survey **(If Applicable)**
- ☐ Tax Form 01-339 **(If Applicable)**

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

- ☐ Customer Environmental Requirements Checklist
- ☐ Certificate of Determination or Recorded Plat
- ☐ A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design.
- ☐ Easement document, signed by the property owner or authorized representative and notarized that must be presented to the CPS Agent (Agent) before energizing the meter

AUTHORIZATION

The undersigned is submitting a completed application and requests CPS Energy to provide electric and /or gas service.

Name: _____ Date: _____