



CHECKLIST

Please keep for your records

Date _____

Minnesota Power Contact _____ Phone # _____

This checklist will help you make sure the necessary paperwork is completed and your job stays on track.

Before Minnesota Power can begin design and construction on your project, the following items need to be completed.

- 1. A determination that your property is in our service territory.
- 2. Contact Minnesota Power’s Land Management department at landinfo@mnpower.com if you are building on Minnesota Power leased land to obtain the proper forms for constructions.
- 3. Proof of ownership with one or more of the following: title report, recorded warranty deed or real estate contract, a copy of your assessor’s map and/or survey, or short plat, and the name and address of the person(s) authorized to sign for right-of-way.
- 4. The address of your site. This may be listed on your building permit or may be obtained from the county your residence will be located in.
- 5. With the assistance of your Minnesota Power representative, gather all necessary right-of-way documents, easements, permits or licenses.
- 6. A completed and returned Residential Construction Request application (including all other service request forms, (ie., heating and cooling, rebates, etc.).
- 7. A sketch of site plan or certified survey map.
- 8. Contact your Minnesota Power representative to schedule an on-site meeting and to approve site preparation. Contact information will be provided to you once your application has been processed.
- 9. Provide a copy of the state electrical inspection or receipt of a city electrical inspection if the project is in Duluth, Hoyt Lakes or Biwabik.
- 10. Determine location of private underground facilities.
- 11. Make payment to Minnesota Power as quoted by your Minnesota Power representative.
- 12. A review of our heating options: Dual Fuel (Electric Heating Options) and Controlled Access/Storage Heating.
- 13. A review of our energy-efficient programs and rebate programs. Visit www.mnpower.com/powerofone.

****Important: Please have the main breaker turned off at the service panel to ensure the safety of our field personnel when energizing your service.***

Any deviation from the electrical design, once established, may result in additional costs for redesign and delays in construction. It is the customer’s responsibility to provide all the necessary Minnesota Power requirements and specifications to subcontractors.
