

**ELECTRIC SERVICE APPLICATION  
CITY OF STURGIS ELECTRIC DEPARTMENT**

Owner's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Service Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Contractor Name \_\_\_\_\_

Address \_\_\_\_\_

License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**SERVICE INFORMATION – Voltage [check only one]**

\_\_\_ 120/240 Volts/Single Phase

\_\_\_ 120/208y Volts/Three Phase

\_\_\_ 277/480y Volts/Three Phase

Amperage \_\_\_\_\_

Service Request \_\_\_ New \_\_\_ Upgrade

Service Entrance \_\_\_ Overhead \_\_\_ Underground

**Service Application is to be filled out and submitted at the Electric Department  
805 N. Centerville Road – Shipping & Receiving/Entrance off Mckee St.  
Hours: 7:00am-3:00pm (269) 659-7292**

**IMPORTANT NOTES:**

1. Meters must be located outdoors, at the front of the structure or within seven (7) feet of the front of the structure.
2. The site must be within three (3) inches of final grade before facilities are extended.
3. Commercial and Industrial services require a site plan.
4. Meter socket shall be provided after approval of this service application and may be picked up at 805 N. Centerville Rd, at the rear receiving area.
5. The service will generally be energized within ten (10) working days after passing the electrical inspection.
6. No service will be energized without written notice from the electrical inspector.
7. All applicable fees must be paid in full prior to start of work.
8. See reverse for guidelines.
9. *Application will expire thirty (30) days after being submitted.*

Homeowner/Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment (if applicable) can be mailed to:  
City of Sturgis - Customer Service - 130 N. Nottawa - Sturgis, MI 49091

**For Office Use Only \*\*\*\*\***

Meter Socket pick up date: \_\_\_\_\_ FEES: \_\_\_ Temporary Service \$ \_\_\_\_\_

Intials \_\_\_\_\_ \_\_\_ Time & Material \$ \_\_\_\_\_

**Total Due for Work to be Conducted \$ \_\_\_\_\_**

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Electric Dept.

# CITY OF STURGIS

## Guidelines for Electric Service Upgrade and/or New Service

- **Service Application is to be filled out and submitted at the Electric Department 805 N. Centerville Road – Shipping & Receiving/Entrance off Mckee St. Hours: 7:00am-3:00pm (269) 659-7292**
- **A Site Visit will be conducted** – This will determine placement and any cost incurred for work to be done. **Electric Department will meet Property Owner/Contractor on site if requested**
- **Once Site Visit is approved by City Electric, a Meter Socket can be picked up at the Electric Department - 805 N. Centerville Road - Shipping & Receiving/Entrance off Mckee St. Hours: 7:00am-3:00pm (269) 659-7292**
- **Customer Service is to be contacted for account setup, updates or cost incurred for work to be conducted (269) 659-7254** all fees must be paid before the city will perform necessary work
- **Work conducted is to be inspected by State Electrical Inspectors before the reconnect of service. The inspector will send the City of Sturgis notification of approval, where upon service connection will be scheduled**

### IMPORTANT NOTES

All electrical work to be permitted. Please contact the appropriate locations for your permitting.

#### ***Living Within the City Limits:***

State Inspection - (269) 312-3300 - *State applications are available online through the State of Michigan or the City of Sturgis offices: City Hall - 130 N Nottawa, in the Community Development Dept.*

#### ***Living in Surrounding Townships:***

*State applications are available through your respective township*

Burr Oak Township	<a href="http://www.burroaktownship.org">www.burroaktownship.org</a>
Fawn River Township	<a href="http://www.fawnrivertownship.org">www.fawnrivertownship.org</a>
Nottawa Township	<a href="http://www.nottawatownship.org">www.nottawatownship.org</a>
Sherman Township	<a href="http://www.shermantwp.net">www.shermantwp.net</a>
Sturgis Township	<a href="http://www.sturgistownship.org">www.sturgistownship.org</a>
Lockport Township	<a href="http://www.lockporttp.com">www.lockporttp.com</a>