



Effective: 7/1/2013

When submitting Builder Electric Service Request for Residential Lots:

- Once notification has been received from NOVEC that the mainline design package is complete, builders may submit up to 20 lots at a time for individual services – Please do not submit service requests before the mainline design is complete.
- ALL dates must include Month/Day/Year (month and year only is not acceptable).
- Dates should accurately reflect when the electric panel and meter base will be installed and when service is required.
- “ASAP”, “Done”, “TBD” are not acceptable for dates.
- NOVEC will complete the service design and send an invoice , if required, within 1 to 4 weeks.
- All fields are required.

EMAIL: Servicerequests@NOVEC.com

Please do not submit requests directly to NOVEC Utility

Designers.

Instructions for Appendix F



Servicerequests@NOVEC.com

Builder Electric Service Request for Residential Lots

Main line requests are handled separately

This form to be used for Application Information

Date: _____

Subdivision: _____ Section: _____ Lot: _____

Street Address: _____

Builder: _____

Field Contact Name: _____ E-mail: _____

Phone No.: _____ Mobile No.: _____ Fax: _____

Date House Construction to Begin: (foundation) _____

Date Meterbase & panel will be installed: _____

Requested date of NOVEC facilities installation: _____

Date of Closing: _____

Signature / Approval: _____

Type of Service: Townhouses _____ Single Family

Meterbase Size: 150 amp _____ 200 amp _____ 320 amp _____ Other Size

Billing Information

Contact: _____ E-mail: _____ Phone No.: _____

Address: _____

Please do not resubmit requests. For status of submitted requests, please call 703-754-6750.