

# NEW CONSTRUCTION CHECKLIST

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For an A&N Electric Cooperative engineer to make a site visit for the purposes of establishing a new service to a house, pedestal, lot or property the following items are required:

1. The lot must be cleared with a path to the meter location.
2. If service is for a new home or structure, the structure must be flagged on the lot, footers installed, or the structure built.
3. Well and septic must be marked on the lot and a site plan should be emailed to [engineering@anec.com](mailto:engineering@anec.com) if possible.
4. Then it is the member's responsibility to have the meter socket inspected. To setup an inspection for Northampton County and the Town of Chincoteague call **757-709-1025**. For the Town of Cape Charles call **757-331-3259 Ext. 22**. For Accomack County besides Chincoteague call **757-787-5721** or use their online Permit Portal:  
**[www.co.accomack.va.us/departments/building-inspections-and-zoning/access-online-portal](http://www.co.accomack.va.us/departments/building-inspections-and-zoning/access-online-portal)**
5. All temporary services must be within 5 feet of the permanent meter socket location to avoid additional fees.
6. A completed Load Letter will be required prior to an engineer releasing a pricing estimate to the member for services sized 320 AMPS or greater, or any non-residential requests. Email completed Load Letter to [engineering@anec.com](mailto:engineering@anec.com).
7. New co-op members are required to submit a completed Service Application and Membership Application to the cooperative.

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## PROCESS FOR A NEW CONSTRUCTION REQUEST

- The new construction request is assigned to an engineer to make a site visit. The engineer may visit the site first to survey the site before calling with questions or to coordinate a meeting if needed. The engineer may contact the member's contractor and/or electrician if that information is provided.
- Once the engineer has visited the site and the design is complete, an invoice and any additional paperwork will be mailed to the member.
- Once the cooperative receives the proper payment and paperwork, a work order will be created.
- The meter socket must be inspected. (See item 4 above)
- Once the cooperative has received the electrical inspection the work order will be released to construction.
- The cooperative is required, by law, to contact Miss Utility (811) for any installation of a pole or underground wire to locate any facilities that could be in the installation path or area.
- Miss Utility locates can take 5-7 business days to complete before the construction department can schedule the job.