

LAKE REGION ELECTRIC COOPERATIVE, INC.

Checklist for New Electric Service  
(Includes new service on existing pole)

- \_\_\_\_\_ 1. Physical (911) Address (Can be obtained from the 911 office at the following counties)  
Wagoner: (918) 485-7727 Cherokee: (918) 458-6513 Mayes: (918) 824-1875  
Adair: (918) 696-4019 Rogers: (918) 579-9460 Muskogee: (918) 682-6911
- \_\_\_\_\_ 2. Building and Floodplain permits requirements:  
Wagoner County: A Building Permit can be acquired at the Metropolitan Planning Commission,  
306 E. Cherokee, Wagoner, OK (918) 485-8123.  
Cherokee County: A Floodplain Permit can be obtained at the County Clerk's Office,  
213 W. Delaware, Tahlequah, OK (918) 456-3171.
- \_\_\_\_\_ 3. Property Deed (Warranty, Quit Claim, etc.) and/or legal survey of property. If you do not have a copy, you can obtain one at the County Clerk's office. If you cannot provide a document with the legal description of the property a \$75.00 fee will be assessed. **Important:** You can deliver a copy of the document with the legal description of the property to any LREC office, to the Staking Engineer at the time of the appointment (item 7 below), or you can create a digital image of the document and email it to our easement department at [easements@lrecok.coop](mailto:easements@lrecok.coop). If you email, please provide the name of the applicant and a phone number in the body or subject line of the email.  
  
Copies of deeds can be acquired at the following County Clerk's offices:  
Adair County Clerk (918) 696-7198 P.O. Box 169, Stilwell, OK 74960  
Cherokee County Clerk (918) 456-3171 213 W. Delaware, Rm 200, Tahlequah, OK 74464  
Delaware County Clerk (918) 253-4520 327 South 5<sup>th</sup> St. Jay, OK 74346  
Mayes County Clerk (918) 825-2426 1 Court Pl. Ste. 120, Pryor, OK 74361-1012  
Muskogee County Clerk (918) 682-7781 PO Box 1008, Muskogee, OK 74402  
Wagoner County Clerk (918) 485-2216 307 E. Cherokee St., Wagoner, OK 74467  
Sequoyah County Clerk (918) 775-4516 120 E. Chickasaw, Sallisaw, OK 74955
- \_\_\_\_\_ 4. \$35.00 application fee, \$5.00 membership fee, and deposit.  
Deposits: \$ 150 Barn/Boat Dock  
\$ 300 House/Mobile Home  
\$ 300 Commercial Account (oil well, commercial barn, small business)
- \_\_\_\_\_ 5. **Breaker box required for mobile homes, travel trailers, boat docks, oil wells, etc.** Deliver to nearest LREC office and pay \$25 installation fee at time of application. (LREC will not install breaker boxes for oil wells)  
**BREAKER BOX REQUIREMENTS** (Weatherproof---will be installed on pole)  
100 AMP Service 200 AMP Service  
Breaker box with 100 amp breaker Breaker box with 200 amp breaker  
2 inch hub 2 ½ inch hub  
6 inch nipple, 2 inch diameter 6 inch nipple, 2 ½ inch diameter  
2 lock nuts, 2 inch diameter 2 lock nuts, 2 ½ inch diameter  
1 Bushing, 2 inch diameter 1 Bushing, 2 ½ inch diameter
- \_\_\_\_\_ 6. Electrical Site Survey to be filled out by an electrician. (Can be downloaded from [www.lrecok.coop](http://www.lrecok.coop))
- \_\_\_\_\_ 7. To qualify for the \$2,500.00 line extension credit, the service must qualify as a permanent residence. A permanent residence is defined to mean a residential dwelling containing complete kitchen facilities, an immediately accessible water source, an Oklahoma State Health Department accepted sewage facility, and occupancy of the dwelling on a permanent year-round basis. Not included in the term permanent residence are motels, rooming houses, weekend cabins or second homes, and mobile homes with no reliable support or attachment to the earth. The Cooperative may require water, sewage facilities, as well as a permanent foundation in place prior to construction of distribution lines. **Notice: As of July 1<sup>st</sup> 2016, there is no longer a free line extension of 300 feet. This was replaced by the \$2,500.00 line extension credit.**
- \_\_\_\_\_ 8. Appointment with Staking Engineer: You must provide a phone number on the application where applicant can be reached. The Staking Engineer will contact the applicant and set an appointment to visit the site to determine the location of the service. They will discuss the need for additional easements if necessary, **and possible cost of service.**
- \_\_\_\_\_ 9. Easement from applicant for their own property, and if needed, easement(s) for any other property that the power line will cross. Must be fully completed and include legal description. If owned jointly, both parties must sign (example: husband and wife). The easement must also be notarized. Easement(s): **All easements** from land owner and from neighbor(s) for their property, if applicable, must be turned in before the job is released to construction.
- \_\_\_\_\_ 10. Construction costs must be paid in advance of actual construction.

Construction of a new service will be scheduled after **ALL** of the above items have been completed.