



Service Request Form

Work Order #1085967

Property Owner: <u>Pennbrook HOA Utilities Inc. of Florida, Pembroke</u>	Mailing Address: _____ City: _____, _____
Work Location Address: <u>12 Trailwood</u> City: <u>Leesburg, Florida,</u>	Customer ID: <u>1092665</u> Location ID: <u>458630</u>
Contractor: _____ Phone # _____	
New Underground <input type="checkbox"/> ; New Overhead <input type="checkbox"/> ; Change of Service <input checked="" type="checkbox"/> ; Temp requested Yes <input type="checkbox"/> , No <input checked="" type="checkbox"/> Single Phase <input type="checkbox"/> ; Three Phase <input checked="" type="checkbox"/> ; Voltage <u>277/480</u> ; Service Amperage Size <u>400</u> ; CT's required- Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> ; CT'd in Transformer <input type="checkbox"/> ; CT'd in Cabinet <input checked="" type="checkbox"/>	
Description of Work: \$10,000	
Charges in Aid to Construction (CIAC) \$ <u>10000.00</u> Charges in accordance with to Sec 22-133(d) of the Code of Ordinances, City of Leesburg	
Customer Service Charges per City Resolution #7355 <input type="checkbox"/> Single phase Meter Installation \$20 <input type="checkbox"/> Three phase meter installation \$25 <input type="checkbox"/> Temp Service Fee \$50 <input type="checkbox"/> New Service Fee \$50 <input checked="" type="checkbox"/> Change of Service Fee \$50 Number of Services 1 @ \$50.00 per service Total Customer Service Charges \$50.00 Customer Rate Code: Residential <input type="checkbox"/> ; Commercial <input type="checkbox"/> ; Municipal <input type="checkbox"/> ; Commercial Demand <input checked="" type="checkbox"/> ; Municipal Demand <input type="checkbox"/> Location of Service- Leesburg <input type="checkbox"/> Fruitland Park <input type="checkbox"/> Lake County <input type="checkbox"/> Sumter County <input type="checkbox"/>	
<input type="checkbox"/> Set Temp Meter <input type="checkbox"/> Remove Temp, Set Perm Meter <input type="checkbox"/> Set Perm Meter <input checked="" type="checkbox"/> Change of Service	
This amount to be paid at Customer Service. Total cost of fees \$10,050 NOTICE: Customers who have to open accounts may have to pay deposits and other fees not included in this cost.	
The customer is responsible for the cost of repair or replacement of sod, trees, shrubbery or other plants damaged in the normal course of performing or gaining access to the above work and damage to non-city of Leesburg underground wires, conduits, pipes or other facilities that have not been located by the owner of the facilities. The City of Leesburg is not responsible for the settlement of ditches. Contract price and terms of payment become invalid if the signed agreement is not received by the City of Leesburg Electric Department within 30 days of the date listed below. The under-signed here-by authorizes and employs the City of Leesburg Electric Department to perform the above job and agrees to the terms noted above. All services to be installed according to all applicable codes and to the City of Leesburg Electric Department's "Requirements for installation of Electric Services", also known as the "Blue Book". Changes in scope or location of work after a design is complete, will result in additional charges to the customer.	
<u>Bryan A. Borg</u> Signature of Owner/Agent	<u>4/10/2017</u> Date
City Representative <u>Steve Davis</u>	Date _____

This service request form must be submitted to the City of Leesburg Customer Service, prior to work being scheduled. The phone number for Customer Service is 352-728-9800. Once all applicable fees are paid, Customer Service will submit the proper work orders to the Electric Department. The customer will not change service location or size without first contacting the appropriate Electric Service Planner. Changes could cause additional work, fees and delays.

Building Permits must be obtained from one of the following Building Departments; City of Leesburg, City of Fruitland Park, Lake County, or Sumter County. Inspections must be completed as required by the responsible agencies. **Customers outside the city limits of Leesburg will need to provide Customer Service with copies of the permit for new services.** This will be needed to create the account in our system.

Call 352-728-9830 (OPERATIONS CENTER) for scheduling all service work, including temporary services, perm service installation, temporary service removals and perm meter installations.

Temporary Service meters will only be scheduled after the following requirements are met: 1. Electric Service Planner has spotted the service location. 2. The Electric Service Planner designs and creates the work order for the job. 3. Service Order has been received by the Electric Department from Customer Service. 4. The customer has informed the Electric Department that an inspection approval has been received from the inspectors.

Permanent Services will only be scheduled after the following requirements are met: 1. Electric Service Planner has spotted the service location. 2. The Electric Service Planner designs and creates the work order for the job. 3. Service Order has been received by the Electric Department from Customer Service. 4. The customer has informed the Electric Department that an inspection approval has been received from the inspectors.

Change of Service or Upgrade of Service will only be scheduled after the following requirements are met: 1. Electric Service Planner has spotted the service location. 2. The Electric Service Planner designs and creates the work order for the job. 3. Service Order has been received by the Electric Department from Customer Service. 4. The customer has informed the Electric Department that an inspection approval has been received from the inspectors.

The City of Leesburg Electric Department will install all RESIDENTIAL services (overhead and underground) WITHOUT EXCEPTION. Non-residential services will be installed by the customer/contractor to the City's point of service.

A minimum of 96 hours (4 days) notice is required to schedule installation of temporary and permanent services.

UNDERGROUND SERVICES

Prior to underground services being installed, the following requirements must be met;

1. Meter can with main disconnect must be installed.
2. Lot must be at final grade.
3. The service must be installed BEFORE SOD AND IRRIGATION installation. There will be a charge to remove the sod. Replacement will be the responsibility of the owner or contractor.

All underground utilities owned by the customer must be located by the customer prior to installation of underground. This includes but is not limited to sprinkler systems, water lines, septic systems, drain fields, etc. The city of Leesburg will not be responsible for damage to any unmarked utilities.