

## **New Member Information**

*Please see below the guidelines for establishing new electric service with Glades Electric Cooperative.*

1. Complete the Membership Application online at [www.gladesec.com/newconnect/](http://www.gladesec.com/newconnect/) or via telephone by calling 863-946-6200 and speaking with a Member Service Representative. A deposit amount will be determined and the standard \$75.00 connection fee will be applied. Please be aware, if your new service is non-residential, there may be a \$2,500.00 General Service Retainer required on your account should lines have to be built down the Right of Way.
2. Along with the application, you will need to complete the Member Load Data Survey and Right of Way Easement, which can be obtained on our website under Member Services > Member Forms and Information, or in one of our local offices. \*Please note, the Right of Way easement form given to our office must be the original form, signed and notarized. Any and all person(s) listed on the Warranty Deed must sign the ROWE, you may use more than one form if needed. You may mail the original completed form to: P.O. Box 519, Moore Haven, FL 33471, or drop it off at one of our local offices. See attached the ROWE Sample Form for more instructions.
3. Once the deposit and connect fees are paid and the Membership Application, Load Data Survey and original Right of Way Easement have been received, your Service Order will be transferred to our Construction Coordinator who will contact you to set up an appointment with the Staking Engineer.
4. It is your responsibility to have the meter can, breaker panel, and service pole installed. You will need to contact the County Building Department prior to installation to receive the permit for new electrical service. We recommend you do not install your electrical service until you have consulted with our Staking Engineer.
5. After meeting with a Staking Engineer, if Construction Costs (CIAC) are incurred, you will be sent an invoice which must be paid by cash, check or money order in one of our three offices prior to your service being built. If you wish to mail your payment, please include a copy of the invoice with your check or money order.
6. Once your electrical service is installed, you will need to contact your County Building Department to obtain an inspection for new electrical service. Service cannot be energized until the inspector has given the final approval.
7. Upon release for construction, your new service will be scheduled as soon as possible. All new services are built on a first in/first out basis.

Should you have any further questions, please feel free to contact our office at 863-946-6200.

### **County Inspection Departments**

Glades County- 863-946-0533

Hendry County- 863-983-1463 or 863-675-5245

Highlands County- 863-402-6643

Okeechobee County- 863-763-5548