



14601 Ramsey Boulevard  
Ramsey, Minnesota 55303  
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www.connexusenergy.com  
engineering.services@connexusenergy.com

**Commercial Construction**  
**Request for Service Change and/or Reroute of Electric Service**  
*Email completed form to Engineering.Services@connexusenergy.com*

Billing Name: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Email: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Request: \_\_\_\_\_  
\_\_\_\_\_

Do you own the building?  Yes  No

If no, Connexus Energy requires the landlords name and contact numbers.  
We also require signed authorization from the owner to do this request.

Owner's Name \_\_\_\_\_ Company Name: \_\_\_\_\_  
Owner's Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_  
Electrical Foreman: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

*Upgrade of any service will require a completed load sheet submitted to Connexus Energy.*

1. All privately owned utilities (e.g. geothermal systems, wells, septic systems, underground sprinkler systems, etc.) on this property must be clearly marked by the customer.
2. To avoid delays, please make sure your lot is graded to within 4" of final grade, and the 10' pathway for our trench is clear of all obstructions (trees, lumber, etc.). Connexus Energy is not responsible for restoring, to its original condition, the lawn, yard, land, etc., which might be disturbed during installation.
3. Meter base must be attached to unit and inspection must be complete before service will be installed and energized. If not, additional charges will apply.
4. Winter construction charge policy is effective from November 1 through April 1. To avoid these charges, work requests must meet all of Connexus Energy's local and state requirements prior to November.

My signature below signifies I accept the terms above, I am authorized to make this request for the above address, and have read and understand the General Rules and Conditions of Service\*. I also understand that my service will not be scheduled until I have made all necessary payments, provided an approved electrical permit or state inspection card to Connexus Energy, and Connexus Energy has applied for and received all necessary permits.

\*A complete copy of the General Rules and Condition of Service is available by request at 763.232.2650 or online at connexusenergy.com.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_