



SPPC. Use only – Project # _____
 Project title _____
 Part of Discovery or Master Plan: Yes or No _____
 Requested Engineering Advance \$ _____

1 Ohm Place, P.O. Box 10100, Reno, Nevada 89520-0024

Revised 11/19/2007

PROJECT INFORMATION – COMMERCIAL/APARTMENTS

An “engineering” deposit will be required for your project to cover the estimated cost of preparation of detailed plans, specifications and cost estimates. If an extension agreement is executed within twelve months after plan and estimate is furnished, the deposit shall become a part of any required advance and shall be refunded in accordance with the extension agreement. Please allow 4 weeks for the design of your project once **all** required information has been received. **Design revisions to your project will be charged as a non-refundable advance and will delay your final design.**

Contract Information: (Legal Name and Address for Contract)

Name _____ Attn: _____
 Mailing Address _____ E-Mail _____
 City _____ State _____ Zip Code _____
 Phone # _____ Cell # _____ FAX # _____
 Customer Rep. (if different) _____ Phone # _____

Project Information:

Building department issuing permit: City of Reno City of Sparks Washoe County Storey County
 Service Address _____
 City _____ State _____ Zip _____
 Assessor Parcel # (APN) _____ # of units _____ # of meters _____
 Square footage of building _____ Date Power is requested (**Not ASAP**) _____
 Type of Commercial Business _____

Bring in the following Information:

- Email (cwudke@sppc.com & put “sprattachment” in subject line) or provide a diskette including:**
 - ❖ **Site Plan - Including Vicinity Plan, Easements, Lot Numbers/Addresses, Right of Way (Parcel/Centerline)**
 - ❖ **Civil Plans – Grading, Sewer/Storm Drain Locations, Driveway Locations, Building Envelopes**
 - ❖ **Utility Plan**
 - ❖ **Phasing Requirements**
- Full set of Construction Drawings (paper copy) to include the above and below requirements:**
 - ❖ **Mechanical Drawings**
 - ❖ **Plumbing – Total gas load and individual loads per meter**
 - ❖ **Electrical – Panel schedules, One-line, Manufacturer’s specifications for service, Termination cabinet**
 - ❖ **Architectural – Building Elevations and Footprints**
 - ❖ **Landscape/Irrigation Plans**
 - ❖ **Scale of drawings**
- Previous Utility Bills – Similar Building and Load –If you are new to Northern Nevada**
- Copy of Deed or Lease**

Electric: Yes or No

Panel size _____ Amps Voltage _____
(If 400 amp panel or larger – Panel specifications are required)
 # of Meters _____ Meter Sizes _____
 Primary: Overhead or Underground Service: Overhead or Underground
 Street Light: Yes or No Type _____
 Temporary power: Yes or No Location _____
 Irrigation meters _____ entry signs _____ gates _____ Bill to: _____
 Other: Any utility relocations or removals may require additional design time
 Net Metering: Yes or No Type: Solar/Wind/Other Size _____KW
 Comments _____

Gas: Yes or No

of Meters _____ Load per Meter _____
 Pounds Pressure Requested: Yes or No _____
 Comments _____

Are you aware of any of the following: (These may delay construction of your project)

- Environmental Issues _____
- Federal Land Issues _____
- BIA/Tribal Land Issues _____
- Right of Way/Easement Issues _____
- State Highway Issues _____

Does Applicant want the initial "set" of the electric and gas meters in his/her name? Yes or No Name _____
 Address _____

SPPCo will incur planning and engineering costs as a result of this Application. Applicant understands and agrees to reimburse SPPCo for its reasonable costs if Applicant fails to complete the Project. By signing this application, you are acknowledging your acceptance of these terms.

Applicant's Signature _____ SPPCo. Signature _____

Engineering Advance Guidelines:

	<u>Electric Only</u>	<u>Electric & Gas</u>
1 unit	\$3000	\$3500
3-5 buildings	\$5000	\$6000
Over 5 buildings	\$6000	\$7000
Downtown Reno	\$7500	\$8500
Lg. complex with pre-design	Ask Planner involved with project	

SPPC. Use only:

Date Received _____ Initial Contact – Employee # _____
 Date Info Complete _____ Assigned to – Employee # _____
 Engineering Advance Received \$ _____

Project # E _____ Distribution Map # E _____
 G _____ G _____

System: 4kV or 25kV Attach APN Map
 Ties to: _____
 Proportionate Share Amount _____ To Project # _____