

New Service Process

Before Contacting BCEC

To expedite your new service request, please ensure you do the following **BEFORE** contacting a BCEC Member Service Representative:

- Determine and stake the proposed dwelling location.
- Mark the locations where the ground level changes or where the ground is higher or lower, such as the corners of the lot and any other key spots needed for installation. Identify septic and drain fields, if applicable.
- Complete the BCEC Electric Service Agreement form as needed.

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Please note that we will not provide designs or cost estimates until all the above requirements are fulfilled.

Additionally, you'll need to provide the following information:

- Applicant's name, billing address, email address, and phone number. 911 address of the new service location. If an official street address isn't available, contact your local district office for assistance.
- Identification: Be prepared to show photo ID and provide Social Security number. For businesses, provide proof of tax ID number.
- Property information: warranty deed, and if commercial, an approved site plan and property plat.
- Requested service size in amps (an Electrical Service Request form may be necessary).
- Any special load requirements.

Requesting Service

Call us at 325-776-2244 or come by your local district office to submit your request for electrical service. Payment for the membership fee, connect fee, and any deposit is due upon account establishment.

Fees:

- \$25 membership Fee: applicable to new members only, refundable upon disconnection.
- \$75 connect Fee: applies to all service connection requests, non-refundable.
- A refundable security deposit may be required. Details on deposits and ways to reduce or avoid them are available.

A member of our staking department will review your submission and contact you within seven business days to request any additional documentation and schedule a meeting on location. Be prepared to provide the necessary information promptly after submitting your request.

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Design Phase

BCEC will meet with you at the service location to discuss your electrical requirements. Initial cost estimates may be provided but are not final until the design is completed.

Right-of-way easements from the owner are required before setting poles on private land. These easements must be notarized and submitted using our standard form, which we will provide. Right-of-way clearing may be necessary and is the requester's responsibility. Design timelines can vary based on district workload, right-of-way clearing, and any necessary permits.

Once the design is finalized, we will contact you with the final construction cost estimates.

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Construction

Once all requirements are met, we will issue a quote for any cost for construction. Meter loop charges are required to be paid upfront. After payment, we will conduct a final review and release the project to construction. At this stage, materials may be ordered for your project; however, any design changes could affect the timeline and availability.

Timelines can vary widely depending on workload, projects already in queue, design completion, and material availability. They may also fluctuate due to shipping and delivery constraints. Cost calculations may expire or be recalculated at our discretion. Any additional costs beyond the initial calculation will be the applicant's responsibility.

Please note, if you are requesting underground installation, you will be responsible for digging the ditch.

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Meter Installation

If a meter isn't connected during construction, please inform us when you are ready for connection. Some areas may require city inspections before connection. Please ensure that the disconnect switch is installed before calling BCEC to install the meter.

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Stamford District Office
P.O. Box 1147, Stamford, TX 79553
Roby District Office
P.O. Box 518, Roby, TX 79543
Snyder District Office
P.O. Box 1249, Snyder, TX 79550



Stamford District Office
(325) 773-3684
Roby District Office
(325) 776-2244
Snyder District Office
(325) 573-3161

New Service Installation Requirements

Disclaimer

The information provided below is based off of NESC standards, but BCEC retains the right to hold itself to a higher standard. Underground and overhead can be mixed to meet your needs and maintain that higher standard. BCEC highly encourages certified electricians be involved in your planning process.

Underground Service

When requesting underground service, there are several important considerations to keep in mind:

Planning:

- The member must be able to identify and notify BCEC of all underground utilities and facilities within a 25-foot radius before staking the wire route.
- Adequate spacing should be maintained between electrical cables and other utilities (e.g., water, gas) to prevent interference and damage.
- Electrical utilities should be planned in a manner that allows for safe and easy access for installation, and future maintenance or repairs.
- Secondary electrical services (750V and below) will not be installed longer than 300-feet to ensure voltage drop does not occur.

Trenching and Backfilling:

- The member is responsible for excavating and backfilling their own trench.
- Trenches must be excavated to a depth of 36-inches for secondary voltages (750V or less), and 48-inches for primary voltages (751V or more). In certain circumstances (e.g., crossing other utilities), deeper burial may be required.
- After cable installation, trenches must be backfilled with clean, compacted material, ensuring that no rocks or debris can damage the conduit, or the cables inside.
- BCEC Operations will contact member to schedule trenching to avoid trench collapse over time and to manage time constraints for members renting trenching equipment.
- All trenches must receive approval from BCEC. If they do not meet the required standards, we reserve the right to refuse installation.

Installation:

- BCEC will install all underground utilities before the meter, any work past the meter is the member's responsibility.
- All wire is installed in electrically rated conduit.
- Poured footing must be notched out for the conduit to run vertically up to the meter base.
- The member is responsible for mounting the meter base when it is located on a permanent structure. For meters mounted on a permanent structure, BCEC can provide the meter base at cost.
- For meters mounted on structures, BCEC requires the installation of a main disconnect on the exterior of the structure, positioned within 6-inches of the meter base. Additionally, the meter base must be mounted so that the meter face is between 4 and 6-feet above ground level.

Overhead Service

When requesting overhead service, there are several important considerations to keep in mind:

Planning:

- The member should be aware of all underground utilities and facilities within the proposed pole route to avoid disturbing existing infrastructure during pole installation.
- Pole routes and a 20-foot ROW easement should be planned to ensure safe and efficient access for installation, maintenance, and future repairs.
- Overhead secondary electrical services (750V and below) will not be installed longer than 150-feet to ensure proper sag and pole loading is maintained.

Installation:

- BCEC will install all overhead electrical lines and poles before the meter, any work past the meter is the member's responsibility.
- BCEC can provide full meter loops for a cost at the members request, however, the member is free to provide their own meter loop built to BCEC standards. This loop must be approved by the BCEC Staking department and installed by BCEC's Operations department.
- Members are responsible for installing their own main disconnect within 6-inches below the meter loop, or within 2-feet if using flexible conduit to install it on a different side of the pole. For meters mounted on structures, refer to the Underground Service installation section.