



**Eugene Water & Electric Board**  
 500 East 4th Avenue  
 PO Box 10148  
 Eugene OR 97440-2148  
 541-685-7000  
 www.eweb.org

**Please complete this form and send to:  
 EWEB Building & Renovation Services  
 Phone/Fax: 541-685-7086  
 E-mail: Building-RenovationServices@eweb.org**

<b>For EWEB Use Only:</b>
Account #:
Address:
WAM Request Numbers listed below
Temp. Electric:
Pull Temp:
Perm. Electric:
Water:

## New Service Request Form

Date: \_\_\_\_\_

Responsible Party Name: \_\_\_\_\_

Responsible Party E-mail: \_\_\_\_\_

Responsible Party Phone: \_\_\_\_\_

### Billing Address:

Service Address: _____	Contractor Business Name: _____
Building Permit Log #: _____	Contact Name: _____
Application Type: _____	Contact E-mail: _____
Subdivision Name: _____	Contact Phone: _____
Subdivision Lot #: _____	

### Information Needed to Request New or Changes to Electric Service (please check all that apply)

- Permanent Service   
  Temporary Service   
  Temporary and Permanent   
  Pull temporary service and set permanent  
 Overhead Service                     
  Underground Service

**Electric line extension design and installation charges will be estimated by the assigned EWEB Electric Distribution Engineer.**

Trench Inspection Contact Name: \_\_\_\_\_

Trench Inspection Contact Phone: \_\_\_\_\_

Electrician Name: \_\_\_\_\_

Electrician Phone: \_\_\_\_\_

- Wire pull name and phone is the same as electrician   
 If Other, Wire Pull Name: \_\_\_\_\_  
 If Other, Wire Pull Phone: \_\_\_\_\_

**Information Needed to Request New or Changes to Water Service (please check all that apply)**

- 5/8" Meter       3/4" Meter       1" Meter       1 1/2" Meter  
 2" Meter       Larger than 2" Meter: \_\_\_\_\_ Inches  
 Fire Line Size: \_\_\_\_\_ Inches

A summary of Water Service Installation Charges and Water System Development Charges can be viewed on this [flyer](#).

Please attach the backflow prevention agreement that applies to your project:

- [Residential Backflow Prevention Requirements Letter](#) is attached  
 [Commercial Small Services Backflow Prevention Requirements Letter](#) is attached

1 1/2" Meters and larger will receive a backflow prevention requirements plans letter from the assigned Water Engineering Technician

- This building has multiple water services

**Note that EWEB requires a water service verification field test on each building served by multiple water services before the account may be taken out of the builder's name. The verification field tests are only conducted between 8:00 a.m. and 10:00 a.m. Monday – Thursday. The appointment must be made a minimum of 24 hours before the date requested for the field test. To make a verification field test appointment please call Building & Renovation Services at 541-685-7086.**

<input type="checkbox"/> Temporary Hydrant Water Meter Purpose of temporary water meter:
Requested location:
The only meter size available is 3". Temporary Water Service Fees: <ul style="list-style-type: none"> <li>• \$2,000 Equipment Security Fee (fully refundable if equipment is not damaged when pulled)</li> <li>• \$100 Meter Installation &amp; Backflow Testing Fee</li> <li>• Monthly Basic Charge for 3" Meter</li> <li>• Monthly General Service Volume, Pumping &amp; Delivery Charges (determined by location)</li> <li>• Parts and labor costs for damage or loss of equipment</li> </ul>
<ul style="list-style-type: none"> <li>• To speed up processing please fill out the temporary water meter <a href="#">agreement</a> and submit it with this request form.</li> </ul>

Additional Information: