



RESIDENTIAL SITE READINESS CHECKLIST

Please use the checklist provided below to help you determine if your site meets the requirements for electric and/or gas service installation. Upon completion, return this information to MGE by calling one of the representatives listed below (or you may fax this form to 252-5623 or mail to Madison Gas and Electric Company, Operations Scheduling Department, P.O. Box 1231, Madison, WI 53701-1231). We will verify that the site is ready and install your service within **three weeks** unless you have prescheduled the installation with a representative.

Street Address (Please print.)	City/Town/Village	State	ZIP
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Gas and/or Electric Service Installation Prerequisites

- Detailed site plan with meter location and dimensions returned to MGE.
- Appropriate permits returned to MGE.
- Trench route backfilled to within 6" of final grade.
- Foundation in and backfilled.
- Trench route free of dirt piles, lumber, dumpster, job trailers, vehicles, etc.

Additional Electric Service Installation Prerequisites

- Meter trim installed.
- Electrical inspection permit received by MGE. (MGE will set meter within three business days of receiving the permit.)

Additional Gas Service Installation Prerequisites

- All safety clearances for gas meter(s) met.
- Inside access will be provided to ensure work is complete and up to code.

Further Prerequisites for Multiple-Unit Buildings

- Electric meter trim and/or gas meter brackets labeled with addresses or unit numbers.
- Doors clearly marked with addresses or unit numbers.

I hereby notify Madison Gas and Electric Company (MGE) that my site is now ready for service. I have reviewed the checklist above, and my site meets the requirements listed for electric and/or gas service installation.

Signature _____

Contact Information

Installation, Cost Estimates, Meter Location, Service Lateral Route, and Scheduling

Dave Wisner	252-7946
Mark Staven	252-7123
Duane Ward	252-7065
Wes Rego	252-4772

Applications and Meter Sets (installation)

Trish Elliott	252-7373
Cliff Murray	252-7373

Diggers Hotline 1-800-242-8511

For additional information, visit our Web site.

New applications:	www.mge.com/business/contractors/index.htm
Contractor handbook:	www.mge.com/images/pdf/electric/other/ElectricalContractorsHandbook.pdf