



Commercial and Multifamily Natural Gas and Electric Service Site Readiness Checklist

Please use the checklist below to be sure your site is ready for MGE to install your natural gas or underground electric service.

- Sign and return Electric Service Report to MGE (if required).
- Sign, notarize, and return easement to MGE (if required).
- Send deposit to MGE (if required).
- Install MGE-approved electric service entrance equipment.
- Install MGE-approved gas service entrance equipment.
- Provide a level 12-foot by 12-foot area for transformer (commercial and multifamily).
- Stake and identify all lot corners and property lines.
- Remove silt fence, trees, stumps, building materials, job trailers, signs, or other obstructions from proposed service route.
- Fill or cut proposed distribution and service routes to within six inches of final grade.
- Stake all customer-installed underground facilities (i.e., sprinklers, well water lines, septic tanks, drain fields, landscape lighting, etc.) that could be damaged by our equipment. Stakes should be marked with depth, size, and type of facility.
- Include MGE excavations in your erosion control permitting.
- Frequently notify all contractors and subcontractors of all gas and electric locations, existing and proposed, within and near the job site.
- Contact MGE's scheduling coordinator (608-252-4772) to provide frequent updates on the status of your site.

Contact Diggers Hotline (1-800-242-8511) at least three working days before you dig.