

# BUILDING A HOME?



## New Residential Construction Electric Service

Building a new home is an exciting milestone, and DEMCO is proud to be part of your journey.

Our goal is to make the electric service portion of your construction process as smooth and straightforward as possible. The information provided here outlines what to expect when establishing electric service for new residential construction, including timelines, requirements, inspections, and the steps needed to ensure your home is ready for power.

As a local, member-owned electric cooperative, DEMCO is committed to providing reliable service, clear communication, and local support every step of the way. Our Member Services team is available to answer your questions and help guide you through the process.

### 5 STEPS

#### STEP 1 — REQUEST ELECTRIC SERVICE

To begin the process, contact DEMCO to request service and establish your MyDEMCO account.

##### **Be prepared to provide:**

- Service address
- Proof of ownership
- Government ID (driver's license)
- Builder information
- Contact information
- Type of structure being built
- Requested service date
- Whether you need temporary power, final power, or both

*A \$70 connect fee will be applied to your first bill. A deposit may be required based on credit history or previous utility account history.*

*Temporary construction power and permanent residential service are most often two separate electric service requests, each with its own cost and required service appointment. Please notify DEMCO when you are ready to transition from temporary power to permanent service connection 3-5 days in advance, M-F, 8:00 am - 4:30 pm.*

#### STEP 2 — SITE REVIEW AND STAKING *(if needed)*

A DEMCO Field Service Representative will visit the service address or property location to gather information necessary for the site evaluation for electrical service.

##### **During this visit, the representative will:**

- DEMCO evaluates site conditions.
- DEMCO determines electric service requirements.

- DEMCO identifies any easements or right-of-way needs. *(See FAQ below for more information.)*
- DEMCO outlines the work required to provide electric service.

*Site evaluations are typically completed within 1–5 business days following the site visit.*

## **STEP 3 — JOB APPROVAL AND CONSTRUCTION**

If construction work is required, the job moves to DEMCO's Engineering Design Department for review.

- DEMCO's engineering review process is 1–5 business days.
- DEMCO emails the cost estimate to the member. You may hear us refer to this as 'Contribution-In-Aid'.
- Member approves the estimate electronically.
- DEMCO generates an invoice to the member, usually within 24–48 hours.
- The invoice must be **paid in full before work can begin.**
- Payment must be made using the **invoice account number.**
- Once payment is received, the job will be scheduled.
  - DEMCO construction work is typically completed within 14 business days of payment receipt.

*Timelines may vary depending on permits, weather, easements, or other requirements.*

## **STEP 4 — PERMITS AND INSPECTIONS**

Obtaining permits and inspections is the responsibility of the member or builder.

### **You may need to:**

- Obtain required building permits
- Complete electrical inspections
- Provide ownership documentation if requested

*Please contact your local parish permitting office to determine the requirements for your area. DEMCO must receive the appropriate permit before connecting to temporary or permanent power.*

## **STEP 5 — METER INSTALLATION AND SERVICE CONNECTION**

Once all items in steps 1-4 are completed, DEMCO will install the meter and connect electric service.

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## WHO DOES WHAT?

### You or Your Builder

- Install temporary pole if required
- Ensure wiring meets electrical code
- Obtain permits and inspections
- Provide ownership documentation if requested
- Approve cost estimate and pay invoice
- Coordinate construction readiness

### DEMCO

- Review service request
- Perform site evaluation and staking (if needed)
- Design and schedule required work
- Install the meter and connect electric service

## LIVINGSTON PARISH REQUIREMENTS

These guidelines apply only to construction located in Livingston Parish.

- Electric service must be connected in the builder's name
- The parish will not issue a Temporary Cut-In (TCI) permit unless the person listed is the builder of record
- Only the builder of record may receive a TCI permit

*If a homeowner is acting as their own builder, documentation from the Livingston Parish permitting office may be required. Confirming the builder of record early in the process helps prevent delays in establishing service.*

## FREQUENTLY ASKED QUESTIONS

### How long does the process take?

Timelines vary depending on permits, inspections, construction requirements, and weather conditions. A DEMCO Member Service Representative or Field Service Representative can provide guidance based on your specific project.

### Can my builder handle this process?

In many cases, yes. Builders often coordinate service requests, permits, and temporary power. However, some steps — such as account setup or ownership documentation — still require homeowner involvement.

### Why must the invoice be paid before work begins?

Payment confirms approval of the work necessary to establish electric service and authorizes DEMCO to schedule construction.

### What if my construction timeline changes?

Contact DEMCO as soon as possible if your plans change. Early communication helps avoid delays or scheduling conflicts.


# NEW CONSTRUCTION CHECKLIST

Use this checklist to help keep your project on track.

- Confirm the builder of record
- Gather ownership documentation (deed, act of sale, etc.)
- Apply for required building permits
- Determine if temporary power, final power, or both are needed
- Submit your new construction service request to DEMCO
- Prepare for the site visit
- Ensure property owners are present if an easement may be required
- Ensure neighbors are available if access across their property may be needed
- Review and approve the cost estimate summary
- Pay the invoice using the invoice account number
- Contact DEMCO when ready for final service if transitioning from temporary power

## QUESTIONS OR READY TO GET STARTED?

Contact DEMCO Member Services

 1-844-MyDEMCO (1-844-693-3626) and Select Option 3

Our team is ready to help guide you through the process and ensure your new home is powered safely and on schedule.

