



New Construction & New Project Process

Outline-

Procedure and request on sites with no infrastructure, or a request for a unique voltage level which would include a request for 400A service, or 3 phase request with voltage levels at 120/208, 277/480 etc.

Step 1- Starting Process

Complete and submit and Preliminary Service Request at

<https://www.bvesinc.com/forms/psr-application>

(Preliminary Service Request may be submitted for any type of Engineering Request.)

Step 2- Response Letter

BVES Inc. Engineering will respond via email within 3 to 4 weeks of submission. This response letter will include any details required to upgrade an electrical panel. This letter will be at a pending status. There will be required item listed within this response in order to proceed. All requested items must be submitted in order to receive an approval for the panel upgrade.

This letter and Preliminary Service Request is valid for up to **6 Months from the Month of the submission.** If panel request is not upgraded within allotted time or requested items are not submitted within a resubmission of the Preliminary Service Request will be required. Temporary Power request are **valid for 3 months.**

Important Note:

In events where abnormal voltage request, infrastructure upgrades, or any project where BVES Inc. will need to bring new infrastructure into the area, a BVES Inc. Planner will be assigned only after all requested items are submitted. The Preliminary Service Request letter will detail these additional items and the details to what must be done to complete the required work order. **Once all the requested items are submitted please allow a minimum of 8 weeks for a BVES Inc. planner to begin field work, and designs. Plan accordingly and give yourself time to adjust for wait time.**



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Step 3- Planner Process

Once all requested items have been received and approved, a BVES Inc. Engineer will be in contact with you. This Planner will oversee and be liaison between you and BVES Inc. The individual will be in charge of creating an estimation for a project, designs of the project. The planner may wish to have a field meet with you after the preliminary of the stage to cover what you are trying to accomplish, timelines that you are trying to complete a project, and breakdown of cost responsibilities.

Important Note:

If a planner is assigned for a panel upgrade where BVES Inc. Infrastructure will be upgraded, instructions will be given in the process of upgrading a panel to the timeline of BVES Inc. work that will take place. Please review **Panel Upgrade Request over 200 AMPS** to understand the procedure better.

Step 4-

Once a planner has created a design and if applicable an estimation cost for the project. You will receive instructions on your next step. In most cases a planner will give you permission to start the work that must be completed. The planner will give an overview of what BVES Inc. responsibility will be and the customer responsibility will be. The planner may request a final field meet to review the plan and make sure a clear understanding of what will be accomplished for a project.

Important Note:

In scenarios where a cost responsibility will be required by a customer, a signed agreement letter along with the full check amount must be submitted to BVES Inc. prior to BVES Inc. performing any type of work. Please work with your assigned planner to complete this portion of the work.



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Step 5-

The planner will handle scheduling and coordination with BVES Inc. Operation Department. It is important to remember that the 8 week time will not include the wait time for construction to begin, Construction scheduling will be coordinated to fit into BVES Inc. Operations Department projects. Please make sure to discuss with your BVES Inc. Planner dates that you are trying to receive power. All projects that require cost responsibility of a customer, will be handled by BVES Inc. crews. If customer would like to discuss other construction outlets please consult with your designated planner to understand available options and scenarios.