
ELECTRIC SERVICE APPLICATION

- **Step 1.** Fill out this application and the New or Upgrade Service Form attached to this application to the best of your ability.
 - For any questions about the applications please call the Electrical Supervisor at (307) 532-1856 or e-mail dyoutz@torringtonwy.gov
- **Step 2.** Return completed applications to City Hall at 436 East 22nd Avenue or e-mail them directly to dyoutz@torringtonwy.gov and sanaya@torringtonwy.gov
- **Step 3.** All applications dropped off at City Hall will be forwarded to the Electric Department. They will contact the person listed as the Project Contact Person on page 1 of the application.
- **Step 5.** Electric Department staff will meet with you and discuss your project and requirements where they will provide you with a written cost estimate of total fees for the work and a time schedule for the work to be completed.
- **Step 6.** If a work order is necessary, the Electrical Supervisor will advise you to contact City Hall for further information.
- **Step 7.** You will receive a final bill when the project is complete for actual charges from City Hall.



City of Torrington
 Engineering & Planning
 PO Box 250
 Torrington, WY 82240

City Engineer (307) 532-4815
 Building Official (307) 532-4213
 FAX (307) 532-2010
 www.torringtonwy.gov

Electric Service Application		
Property Owners Name:		Date:
Property Owners Address:		
City:	State:	Zip:
Email: (Please Print)		Phone: ()
Owner Signature: (Application shall be signed by the current property owner)		
Project Information (please print)		
Project Address:		Date:
Project Contact Person:		Phone: ()
Billing Address:		
City:	State:	Zip:
Email: (If different from above)		
Business Name/Contractor:		
Business Name:		
Address:		
City:	State:	Zip:
Email: (Please Print)		
Master of Record (If Applicable)		City of Torrington Contractors License #
State Electrical Permit Number:		

Project Information		
<input type="checkbox"/> New Construction		<input type="checkbox"/> Existing Structure new/upgraded service
Type of Service: (Check all that apply)	Tap Size: (Check all that apply)	Remarks:
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase <input type="checkbox"/> 100 AMP <input type="checkbox"/> 200 AMP <input type="checkbox"/> 300AMP <input type="checkbox"/> 400 AMP	
<input type="checkbox"/> Residential	<input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase <input type="checkbox"/> 100 AMP <input type="checkbox"/> 200 AMP <input type="checkbox"/> 300AMP <input type="checkbox"/> 400 AMP	
<input type="checkbox"/> Irrigation	<input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase <input type="checkbox"/> 100 AMP <input type="checkbox"/> 200 AMP <input type="checkbox"/> 300AMP <input type="checkbox"/> 400 AMP	
<input type="checkbox"/> Other (Please note in Remarks)	<input type="checkbox"/> Other (Please note in Remarks)	
<input type="checkbox"/> Customer Requests Cost Estimate Only	<input type="checkbox"/> Property address in City Limits	<input type="checkbox"/> Property Address out of city limits
<p>Please read the following notes before signing this application:</p> <ul style="list-style-type: none"> • Due to the nature and complexity of this type of work, and fluctuating material prices, these fees are estimated to the best of our Knowledge with the information that was provided on this application at the time of this estimate. Applicants shall be responsible for all actual charges. • For new services, you must activate an account or add to an existing account with the Utility Billing department before the new meter is installed. • City approved utility site plan required for all new commercial projects. 		
<p>I have read and understand these items and terms: _____ <div style="text-align: right;">(Applicant's Signature)</div> </p>		
<p>I hereby certify that I have read and examined this application and all information provided is true and correct. All provisions of laws and ordinances governing this type of work shall be complied with whether specified herein or not.</p>		

COT Approval _____ Date _____

Instruction for Utility Billing
NEW OR UPGRADE SERVICE
with
The City of Torrington

1. Print this form
2. Complete the form and sign.
3. State Permit Number is **REQUIRED**. If you do not have a State Permit click on the link "State Electric Permit and follow the instructions. The City will need the number you are issued in order to do the work.

1. Mail: City of Torrington
P. O. Box 250
Torrington, WY 82240 or
Drop Off: 436 East 22nd Avenue Drop Box: 1. Southeast Entrance—Drop Box on west wall
2. North parking lot on East 23rd Avenue (Drive by)

SERVICE INFORMATION

Date: _____

New or Upgrade Property Address: _____

Electrician _____ STATE PERMIT NO. _____

BILLING INFORMATION

Name: _____

Mailing Address: _____

Social Security No.: ____ - ____ - ____ Driver License: _____ State: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

I have read the above, the names and information are correct. In consideration of the services provided by the City of Torrington, I personally guarantee payment of this account and all indebtedness incurred related thereto including interest, collection costs and attorney fees.

Signature _____ Date _____

**This generates a work order for the electric department.
When you are ready for the meter to be installed you must complete a "Service Request Form".**