

Step-by-Step Customer Guide to the Online Application for Electric Service

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Introduction

At Seattle City Light, service to our customers is at the center of the utility's vision and mission. We know that good service starts with the reliable, affordable, green power we provide to our local communities.

But our commitment to service does not stop there. In our continuous effort to exceed our customers' expectations, Seattle City Light has developed a new customer online application for electric service that makes it simple and convenient for our customers to apply for new or expanded electric service.

Purpose

The purpose of the new customer online application for electric services is to:

- reduce turn-around time by streamlining the intake process and assigning projects to City Light representatives sooner;
- eliminate manual processing of electric service requests;
- and capture more complete, accurate information by moving to an electronic form, with electronic plans and with required field edits;

The online application allows the customer to complete a single, Web-based form and submit it electronically for the types of services needed for a project.

The purpose of this step-by-step guide is to provide you with detailed instructions on how to fill out the online application.

Points of Contact

Information

For informational and troubleshooting purposes, contact City Light Application Intake at (206) 233-APPS (206) 233-2777.

Acronyms and Abbreviations

Acronym	Definition
SR	Service Request
ESR	Electrical Service Representative
ESE	Electrical Service Engineer

Getting Started

Seattle City Light's new Customer **Online Application for Electric Service** makes it easy to apply for new or expanded electric service. Before starting the customer online application, you are encouraged to go over the following online resources:

- **Requirements for Electric Service Connections** (RESC Guide, available online and in .pdf formats): This guide details the service and metering requirements of Seattle City Light.
- **Additional Engineering Standards and Construction Guidelines**
- **Map of Current Electric Service Assignments**

Call for Assistance

For any questions regarding application requirements or the application process, you are encouraged to contact the City Light Application Intake Desk at: **(206) 233-APPS [(206)233-2777]**.

Visually impaired customers have an option to use Screen Reader software that is available on the Internet.

Customer Checklist

The following information is needed to complete the customer online application. Customer online applications can be saved while in-progress and accessed within 90 days of creation.

Service Request Type	Description
Alteration of Existing Service	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Construction type and service description (such as multi-unit building, upgrade, revision etc.) <input type="checkbox"/> Date service connection is needed <input type="checkbox"/> Permit number from the local municipality (link here to the list of web addresses of local municipalities), if known
Removal of Existing Service	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Service description (overhead or underground electrical service) <input type="checkbox"/> Date service disconnection is needed

Service Request Type	Description
Temporary Service for Construction	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Service description (overhead/underground electrical service) <input type="checkbox"/> Date service connection is needed <input type="checkbox"/> Permit number from the local municipality (link here to the list of web addresses of local municipalities)
New Permanent Service	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Construction type and service description (such as multi-unit building, upgrade, revision, overhead or underground electrical service, etc.) <input type="checkbox"/> Date service connection is needed <input type="checkbox"/> Permit number from the local municipality (link here to the list of web addresses of local municipalities)
Construction Clearance	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Construction type and service description (such as multi-unit building, upgrade, revision etc.) <input type="checkbox"/> Date service connection is needed <input type="checkbox"/> Permit number from the local municipality (link here to the list of web addresses of local municipalities), if required
Streetlight Work	<input type="checkbox"/> Address of project <input type="checkbox"/> Customer name, mailing address, phone, fax and email <input type="checkbox"/> Owner, electrician or contractors contact information <input type="checkbox"/> Service description (such as multi-unit building, upgrade, revision etc.) <input type="checkbox"/> Date Service is needed <input type="checkbox"/> Permit number from the local municipality (link here to the list of web addresses of local municipalities)

Once plans have been finalized and required information and documentation have been gathered, the next step is to access the customer online application and apply for a new or upgraded electrical service connection.

Your selection will drive the documents that are required. Documentation requirements depend on the type of service requested, size of project, construction type, and overhead/underground service. Based on selection, the online application will generate the list of required attachments. Sample attachment requirements are shown below.

Alteration of Existing Service

- Attachments: site plan, elevator drawing, load calculation, electrical one-line riser diagram which should include service voltage, and overall service amperage (depends on the project type, everything might not be required)

Removal of Existing Service

- Attachments: site plan, service voltage, overall service amperage

Temporary Service for Construction

- Attachments: site plan, load calculation, electrical one-line riser diagram, which should include service voltage, and overall service amperage (depends on the project type, everything might not be required)

New Permanent Service

- Attachments: site plan, load calculation, electrical one-line riser diagram, which should include service voltage, and overall service amperage, building floor plans, building elevation diagram (depends on the project type, everything might not be required)

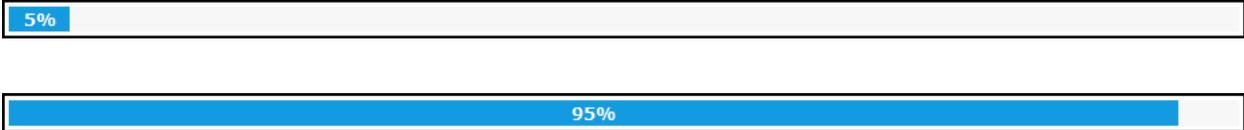
Construction Clearance

- Attachment: construction clearance plan

Streetlight Work

- Attachment: streetlight plan

Controls

Function	Description
Percentage Complete	<p>An application session status bar displays along the top of the customer online application, serving as a visual representation of the percentage of the application considered to be complete.</p> 
Save and Next	<p>As required information is selected and entered in the online application, click "Save and Next" to progress to the next screen. The online application will not allow you to progress in the application process without all necessary and required information.</p> 
Previous	<p>If wanting to review previously completed screens in the online application, or needing to correct inaccurate information, clicking "Previous" is an option. This essentially serves as the online application's "back" button.</p> 
Exit	<p>Seattle City Light will store an incomplete application for 90 days. Incomplete or partial applications will be deleted if not submitted within 90 days. The information on a partially completed screen will NOT be saved. Information is only saved when the "Save and Next" button is selected.</p> 
Edit	<p>When all required information has been provided and the application is nearly complete the user is presented with a "Summary" screen. All information entered and selected is summarized, and the "Edit" button is available for the user to return and edit a previously completed section.</p> 
Print	<p>Once all required information has been captured by the online application the user is presented with a "Summary" screen. Selecting "Print" will provide the user with a printable and savable .pdf version of their application.</p> 
Submit	<p>Once all required information has been provided, and the user has reviewed the online application "Summary" screen, the application can be submitted by agreeing to the legal terms listed on the "Legal Acceptance" screen and clicking "Submit."</p> 

Interface Overview

Screen No.	Name	Description
1	<u>Introduction</u>	The introduction screen provides an overview of the application process and informs you when and how to start or continue an application.
2	<u>Sign In</u>	The sign in screen allows you to create a new Application Session, access an existing Application Session, and, if necessary, troubleshoot locating a forgotten Application ID.
3	<u>Service Address</u>	The first screen of a new application session, the service address screen, is where the address assigned to the site being developed is provided.
4	<u>Seattle City Light Account Number</u>	If a Seattle City Light account number exists for the service address being developed, provide the account number.
5	<u>Legal Property Owner and Primary Contact</u>	Provide the legal property owner name and contact information. If the primary contact for the project is different from the property owner, provide the primary contact name and contact information.
6	<u>Project Information</u>	Provide the type and size of structure/dwelling at the service address being impacted. This is required. Because most projects are in their beginning stages at the time of application, the additional information requested on this page, while very useful if known, is considered optional.
7	<u>Project Participants/ Contact Information</u>	If there are additional project participants (general contractor, electrical contractor, architect, or engineer), select the participants. If at the time of application there are no additional project participants or if contact information for project participants is unknown, the customer can select "None of the Above" and not be required to provide additional information.
8	<u>Scope of Work</u>	<p>The scope of work screen is you identify the type(s) of service being requested of Seattle City Light. Each type of service selected on the scope of work screen will indicate a new service request. Select each type of service that applies to the project.</p> <p>Each type of service selected will require service type specific information. Each type of service type requested will require information such as the current and/or expected amperage and voltage of the site being developed, whether the service requested is overhead or underground, as well as bill payment responsibility.</p>
9	<u>Alteration to Existing Service</u>	This service type is selected when any change in amperage/voltage to your current electric service is needed. This could also include a change from overhead to underground electric service for a home or business.
9a	<u>Electric Load Details</u>	The electric load detail screen appears when requesting either an alteration of existing or new permanent service with an amperage less than 320 or a voltage of "120 single phase" or "120/240 3 phase".
9b	<u>Electric Car Charging Station</u>	The electric car charging station screen appears when requesting either an alteration of existing or new permanent service with an amperage less than 320 and a voltage of "120 single phase" or "120/240 3 phase". Provide the information for an upgraded or new service for an electric car charging station.
9c	<u>Interconnection</u>	If applying for new or revised solar or other alternative energy interconnection, provide the system generation specification information here.

Screen No.	Name	Description
10	<u>Removal of Existing Service</u>	This service type is selected when Seattle City Light will remove the wire and electric meter that connect City Light's distribution system to the electric service.
11	<u>Temporary Service for Construction</u>	This service type is selected when Seattle City Light will energize a service panel on a temporary basis for construction purposes.
12	<u>New Permanent Service</u>	This service type is selected when Seattle City Light will provide new electric service for a new home or business.
13	<u>Construction Clearance</u>	This service type is selected when Seattle City Light can provide safe working clearance from low- or high-voltage wires on a temporary or permanent basis for construction project purposes.
14	<u>Streetlight Work</u>	This service type is selected when Seattle City Light will provide a new streetlight rental or floodlight installation used to light a particular area, like a pathway for security or a roadway for safety. This could also include underground-fed street-lighting systems.
15	<u>Attachments</u>	All supporting documentation required for a project will be listed on the attachments screen. All documentation must be submitted electronically, and if paper copies are required it will be indicated on the attachment screen. Since all documents submitted electronically must follow the Seattle City Light defined file-naming convention, file-naming instructions are provided here.
16	<u>Summary</u>	The summary screen allows you to review and, if necessary, edit the application prior to submission. The summary screen also allows you to print or save a copy of the application.
17	<u>Legal Acceptance</u>	Providing legal terms and conditions relating to customer online applications for electric service requests, the legal acceptance screen requires the printed name of an authorized project representative prior to submission.
18	<u>Confirmation</u>	The confirmation screen notifies you of successfully submitted customer online application. It is important to note that until all required project documentation is provided to Seattle City Light, submitted applications are not considered complete.
19	<u>Post Submission</u>	Expect to receive an email right after submission and then another email after your application is assigned to a City Light representative.

System Generated Customer Communication

There are three automatically generated e-mails that are sent to the customer. Each e-mail is described below.



System generated customer e-mails are described in context throughout this manual, and are denoted with an e-mail icon.

Subject	When	Who
Application Session Created	When starting a new application, upon submitting contact information a notification e-mail is sent. This e-mail contains the application ID used to access the created application session.	Application session creator
Review in Process	When an online application is submitted, an e-mail is sent informing the application is under review. This e-mail contains a PDF of the originally submitted application.	Application session creator and legal property owner; intake desk
Application Complete, City Light Representative Assigned	When an application is processed and approved by the intake desk, and an ESE or ESR is assigned. This e-mail contains the service request number(s), a PDF of the originally submitted application, as well as a PDF of the final application (including any revisions).	Application session creator and legal property owner; intake desk

1. Introduction Screen

The introduction screen provides an overview of the application process and informs when and how to start or continue an application.

Access the introduction screen online

1. Go to the online application introduction screen at <http://www.seattle.gov/light/electricservice/application.asp>

Application For Electric Service

Application for Electric Service Introduction

If you're interested in applying for new or upgraded electric service in Seattle City Lights service territory, you've come to the right place.

The first step in the process is to complete an application for electric service. The application is your primary means of communicating the important details about your electrical project to Seattle City Light. The application for electric service can be completed online. It will walk you through a series of questions about your project. You'll need to provide specific details about the type and size of the electrical service you're requesting. You'll also be able to attach the necessary supporting documents to your application, which will vary depending on the type of project you're requesting.

In the beginning of application you will be asked to enter an email address and the service address. An Application ID will be generated and an application session will be created. With this Application ID, you'll be able to access the application session. The Application ID enables you to save your application information and return to it at a later time in case you're not able to complete the form. Once your application is complete, you can submit it for review.

After your application is reviewed by Seattle City Light, you will receive a confirmation email with your service request number and Electrical Service Representative (ESR) contact information. The ESR will guide you through the entire process and will answer your questions and/or concerns for the requested service.

Start/Continue Application

2. Read the introductory application statement and click "Start/Continue Application"
3. Determine if it is appropriate to create a new application or access an existing application

2. Sign In

Create a new application session

1. From the sign in screen, enter the service address and contact information requested
2. Click "Create Application Session"
3. The application ID will be sent to the e-mail address provided. The e-mail address provided and application ID will be used to access the application session.



This is the first of three automatically generated e-mails that are sent to the customer.

New Application

If you are starting a new application enter your contact information and an application ID will be generated and emailed to you. The Application ID will be used to access an application session.

Service Address:

House Number

Street Name

Contact

E-mail Address

Confirm E-mail:

Enter text as seen in below image:

 [Click here if value is difficult to read](#)

Access an application session

1. From the sign in screen, enter the e-mail address used and application ID
2. Click "Sign In"

Access Application Session

If you have an Application ID for a new or existing application please enter the information below. Your application will be available to complete.

E-mail Address

Application ID

[Forgot your Application ID?](#)

You received your Application ID when you created an Application Session

3. Service Address

After accessing an application session, the first screen is the service address screen.

1. Enter the address assigned to the site being developed.



The screenshot shows a web form titled "Service Address" with a progress indicator of 5% in the top left corner. The form asks "What is the address assigned to the site being developed?" and contains the following fields:

House Number	1800
Street Name	95 Jenny
Suite (optional)	
City	Seattle
State	WA
Zip Code	98124

2. Click "Save and Next"

4. Seattle City Light Account Number

If a Seattle City Light account number exists for the service address being developed, this screen is where you will provide the account number.

1. If a Seattle City Light account number exists for the service address, select "Yes" and enter the account number in the text box that appears.

11%

Seattle City Light Account Number

Do you have the Seattle City Light Account number for this Service Address?

Yes
 No
 I don't know

Seattle City Light Account Number

2. If a Seattle City Light account number doesn't exist for the service address, select "No"
3. If unsure whether a Seattle City Light account number exists for the service address, select "I don't know"
4. Click "Save and Next"

5. Legal Property Owner and Primary Contact Information

This screen captures the legal property owner name and contact information. If the primary contact for the project is different from the property owner, that information is captured here.

1. Enter the legal property owner's required information

16%

Legal Property Owner and Primary Contact

Legal Property Owner

Business Name or Legal Property Owner Name

Name
First Last

Primary Phone #

Secondary Phone # (Optional)

Email Address

Street Address

City

State ▼

Zip Code

Primary Contact

Primary Contact is same as Legal Property Owner? Yes No

2. If the primary contact for the project is different that the legal property owner, select "No" and enter the primary contact for the project's required information

Primary Contact

Primary Contact is same as Legal Property Owner? Yes No

Name
First Last

Primary Phone #

Secondary Phone # (Optional)

Email Address

Job Title (Optional)

3. Click "Save and Next"

6. Project Information

The project information screen captures the type and size of structure/dwelling of the site being developed. Because most projects are in their beginning stages at the time of application, the majority of the information requested on this page, while very useful if known, is considered optional.

1. Enter the project name, electric permit number, service request number, and City Light contact if it exist for this project.

Note: Permit information can be found at the Department of Planning and Development (DPD) website, by calling DPD directly or visiting the Applicant Services Center.

Contact Information	
Website	www.seattle.gov/dpd/permits/
Address	700 5 th Ave, 20 th Floor, Seattle
Phone	206-684-8850

The site will help you with applying for a permit, paying permit fees, searching permit records, and checking the status of a permit.

21%

Project Information

If there is a Project name for the site being developed please provide. (Optional)

Project Name

What is the electric permit number given by the inspecting authority? (Optional)

Electric Permit Number

What type of dwelling/structure will receive the new or altered service?
The definition of structure/dwelling types can be accessed in the Electric Service Application Guide.

Construction Type

If there is an existing Service Request Number for this project provide number. (Optional)

Service Request Number

If you have a contact at Seattle City Light you are working with on this project provide contact name. (Optional)

Contact Name

2. Select the type of dwelling/structure that will receive the new or altered service.

---Select---

- Single Family
- Duplex
- Triplex
- Accessory Dwelling Unit (ADU)
- Detached Accessory Dwelling Unit (DADU)
- Mobile Home or Houseboat
- Apartments
- Condominiums
- Townhouses
- Commercial/Industrial
- Multi-Lot Development
- Mixed Use

Dwelling/structure types are listed below.

Structure/Dwelling	Description
Single Family	One structure with one address.
Duplex	One structure with two addresses.
Triplex	One structure with three addresses.
Accessory Dwelling Unit (ADU)	A room, or set of rooms, in a single family home designed or configured to be used as a separate dwelling unit.
Detached Accessory Unit (DADU)	A room(s), designed to be used as a separate dwelling unit, located in a separate structure that share a lot with a single family home.
Mobile Home or Houseboat	Unique structures with special requirements (see requirements for electrical service connection (RESC).
Apartments	One structure with one address and/or multiple unit numbers.
Condominiums	One structure with multiple addresses and possibly multiple unit numbers.
Townhomes	Multiple structures, with multiple addresses, on one site.
Commercial/Industrial	One structure with one address that is not a residence.
Multi-Lot Development	Multiple structures with multiple addresses on multiple lots.
Mixed-Use	One structure with multiple addresses and residential and commercial units.

For example:

What type of dwelling/structure will receive the new or altered service?
The definition of structure/dwelling types can be accessed in the Electric Service Application Guide.

Construction Type 

Indicate the # of lots developed.

Indicate the # of units contained in building.

Indicate the # of buildings contained in development.

Indicate the # of meters on this project.

3. After selecting dwelling/structure type, you will be asked to indicate the number of lots to be developed, the number of units contained in the building, and the number of buildings contained in the development, and the total number of meters on this project.

Information	Description
Number of Lots	As applicable, indicate the number of lots developed on a multi-lot project.
Number of Units	As applicable, indicate the number of units contained in a building.
Number of Buildings	As applicable, indicate the number of buildings contained in the development.
Number of Meters	As applicable, indicate the number of meters on the property.

4. Click "Save and Next"

7. Project Participants

If there are additional project participants (general contractor, engineer, for example), the project participants screen requests to inform Seattle City Light.

1. Select all the individuals who will participate on the project. If project participants or contact information is unknown, select "None of the Above"

26%

Project Participants

Select all the individuals who will participate on this project and for whom you have information.

If you are applying for an interconnection agreement now please select Electrical Contractor as a project participant. This information will be required to process your request.

General Contractor/Developer

Electrical Contractor

Engineer

Architect

None of the Above

1. Click "Save and Next"

Note: If project participant(s) are selected, the user is presented with the contact information screen. (See next page.) If "None of the Above" is selected, the user is presented with the scope of work screen.

7a. Contact Information

This screen appears if a project participant is selected. If "None of the Above" is selected on the project participant screen, this screen does not appear.

1. Enter the required information for the selected project participants.

Note: If general contractor/developer and/or electrical contractor are selected, specific contact information will be required. If engineer and/or architect are selected, specific contact information is considered optional.

32%

Contact Information

General Contractor/Developer

Is the General Contractor the same as Legal Property Owner? Yes No

Business Name

Name
First Last

Primary Phone #

Secondary Phone # (Optional)

Email Address

Street Address

City

State

Zip Code

Engineer (Optional)

Business Name

Name
First Last

Primary Phone #

Secondary Phone # (Optional)

Email Address

2. Click "Save and Next"

8. Scope of Work

The scope of work screen is where you begin to identify the type(s) of service being requested of Seattle City Light. Each type of service selected on the scope of work screen will indicate a new service request.

1. Determine the appropriate type of service request that applies to the project. Select all that apply.

37%

Scope of Work

Select the service type(s) that apply to this project for which you are applying today.

You may select either New Permanent Service or Alteration of Existing Service, but not both.
 If the voltage of the new service will be the same as the voltage of the existing service then select "Alteration of Existing Service".
 If the voltage of the new service will not be the same as the existing service then select "New Permanent Service and Removal of Existing Service".
 City Light views this as a removal of existing service and installation of a new service.

- Alteration of Existing Service
- Removal of Existing Service
- Temporary Service for Construction
- New Permanent Service
- Construction Clearance
- Streetlight Work

Service request types are described in the table below.

Service Request Type	Description
Alteration to Existing Service	Any change in location, amperage or voltage to your electric service. This could also include a change from overhead to underground electric service for a home or business.
Removal of Existing Service	Seattle City Light will remove the wire and electric meter that connect City Light's distribution system to the electric service.
Temporary Service for Construction	A customer's service panel is energized by City Light on a temporary basis for construction purposes.
New Permanent Service	A new electric service for a new home or business.
Construction Clearance	Seattle City Light can provide safe working clearance from low- or high-voltage wires on a temporary or permanent basis for construction project purposes.
Streetlight Work	New streetlight rental or floodlight installation used to light a particular area, like a pathway for security or a roadway for safety. This could also include underground fed street-lighting systems.

Note: A construction project may involve all of these choices.

Hints:

- The online application will allow you to select either new permanent service or alteration of existing service, but not both.

<input type="checkbox"/> Alteration of Existing Service
<input type="checkbox"/> Removal of Existing Service
<input type="checkbox"/> Temporary Service for Construction
<input checked="" type="checkbox"/> New Permanent Service
<input type="checkbox"/> Construction Clearance
<input type="checkbox"/> Streetlight Work

<input checked="" type="checkbox"/> Alteration of Existing Service
<input type="checkbox"/> Removal of Existing Service
<input type="checkbox"/> Temporary Service for Construction
<input type="checkbox"/> New Permanent Service
<input type="checkbox"/> Construction Clearance
<input type="checkbox"/> Streetlight Work

- If a change to the current service is being requested, choosing the appropriate scope of work can be challenging. In these cases, focusing on the change in voltage is the key determining factor:
 - If the voltage of the new service will be the same as the voltage of the existing service then select "Alteration of Existing Service."
 - If the voltage of the new service will not be the same as the existing service then select "New Permanent Service" AND "Removal of Existing Service." Seattle City Light views this as a removal of existing service and installation of a new service.

2. Click "Save and Next"

9. Alteration of Existing Service

Any change in location or amperage to your electric service. This could also include a change from overhead to underground electric service for a home or business. If you are changing the voltage of the service at the site, it is considered a new service. Please select removal of existing and new install instead of alteration. Alteration can only be used when the voltage remains the same.

Depending on the type of service requested, required information will vary.

42%

Alteration of Existing Service

Please provide a detailed explanation of the alteration to the service (500 character limit).

Scope of Work

Is additional load being added during this rewire?

If the voltage of the new service will not be the same as the existing service then return to the Scope of Work screen and select "New Permanent Service" and "Removal of Existing Service".

Yes No

Is the service requested overhead or underground?

Overhead Underground

What is the amperage and voltage of the existing service?

Amps

Volts

What is the amperage and voltage of the new service?

Amps

Volts

What is the estimated need or ready date?

Date Requested 

Select the party responsible for the construction bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Select the party responsible for the energy bill payment.

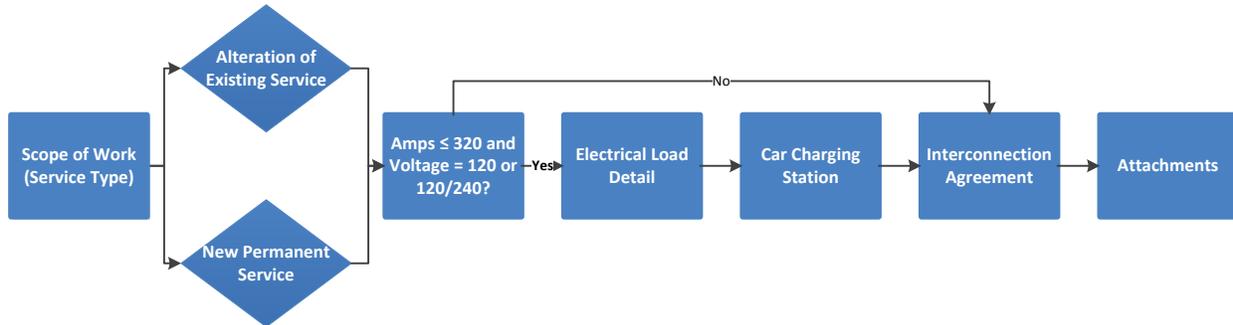
Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the alteration to service.
Additional Load Added	Seattle City Light may need to upgrade the transformer and/or wire that feeds the customer's property or facility in order to handle an additional load (load increase).
Overhead	An overhead service includes an above-ground bundle of wires that connect the electric service to Seattle City Light's distribution system.
Underground	An underground service includes a conduit pathway and electric cables (installed by Seattle City Light) between Seattle City Light's distribution system and the customer's property or facility.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to connect a new or altered service.

Select the party responsible for both the construction and energy bills, then click "Save and Next"

9a. Electric Load Detail

The electric load detail screen only appears when requesting either an alteration of existing or new permanent service with an amperage less than or equal to 320 and voltage less than 120 single phase or 120/240 3 phase. See the graphic below:



Note: Seattle City Light may also request additional electric car charging station information through project documentation. Required documentation will vary but will be listed on the attachments screen.

Depending on electrical use, the customer will be prompted to provide the respective number of units and estimated load details. See the example below:

74%

Electric Load Detail

What is the heating type at the service address?
 Electric Gas Other

Please select all that apply. Provide # of Units and Load when prompted.

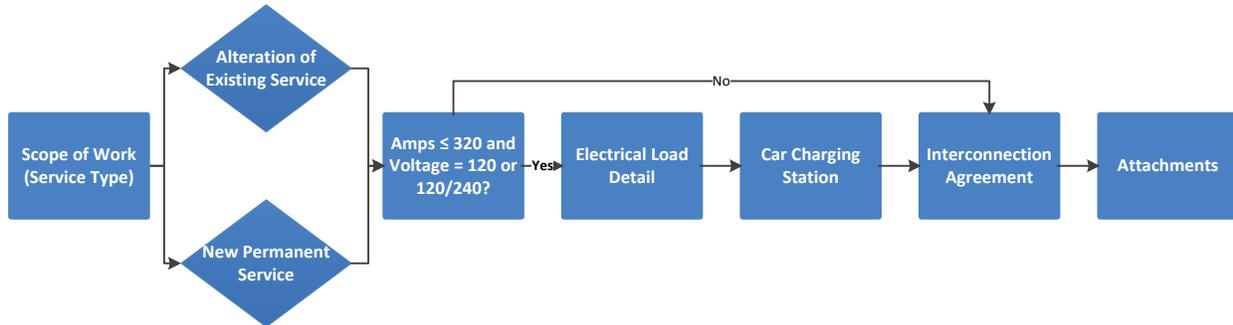
<input checked="" type="checkbox"/> Heat (wall)	# of Units	<input type="text"/>	Total Load	<input type="text"/>	kW
<input type="checkbox"/> Furnace					
<input type="checkbox"/> Baseboard(heat)					
<input type="checkbox"/> Dryer					
<input type="checkbox"/> Water Tank					
<input type="checkbox"/> Range					
<input type="checkbox"/> Hot Tub/Sauna					
<input type="checkbox"/> Heat Pump					
<input type="checkbox"/> Air Conditioner					
<input type="checkbox"/> Motor					
<input type="checkbox"/> Other					

Please select all that apply. Provide # of Units and Load when prompted.

<input checked="" type="checkbox"/> Heat (wall)	# Units	<input type="text" value="1"/>	Total Load	<input type="text" value="45"/>	kW
<input type="checkbox"/> Furnace					
<input type="checkbox"/> Baseboard (heat)					
<input checked="" type="checkbox"/> Dryer	# Units	<input type="text" value="1"/>	Total Load	<input type="text" value="45"/>	kW
<input checked="" type="checkbox"/> Water Tank	# Units	<input type="text" value="1"/>	Total Load	<input type="text" value="28.8"/>	kW
<input checked="" type="checkbox"/> Range	# Units	<input type="text" value="1"/>	Total Load	<input type="text" value="14.6"/>	kW
<input type="checkbox"/> Hot Tub/Sauna					
<input type="checkbox"/> Heat Pump					
<input type="checkbox"/> Air Conditioner					
<input type="checkbox"/> Motor					
<input type="checkbox"/> Other					

9b. Electric Car Charging Station

The electric car charging station screen only appears when requesting either an alteration of existing or new permanent service with an amperage less than or equal to 320 and voltage less than 120 single phase or 120/240 3 phase. See the graphic below:



Note: Seattle City Light may also request additional electric car charging station information through project documentation. Required documentation will vary but will be listed on the attachments screen.

To ensure a smooth project and avoid problems with transformer performance, you are encouraged to call Seattle City Light's Customer Engineering Department prior to doing any work. The Customer Engineering Department can be reached at (206) 615-0600

79%

Electric Car Charging Stations

Are there electric car charging stations?

Yes
 No

There are three (3) levels of charge associated with electric vehicles. Please select one that applies.

120/240v single phase
 120/240v three phase
 277/480v three phase

Total number of car charging stations

Electric car charging station basics, permitting tips, and energy consumption information are provided at <http://www.seattle.gov/light/electricVehicles/>

For more information on Seattle City Light's electric transportation program, customers are encouraged to email scl_evinfo@seattle.gov or call 206.684.8571

9c. Interconnection

If you are applying for new or revised solar or other alternative energy interconnection, the interconnection screen is where system generation specification information will be requested.

84%

Interconnection

Are you applying for a new or revised solar or other alternative energy interconnection for this project?

Yes, I am applying now. No

System Generation Specifications

System Generation (kW)

Type

Voltage at Interconnection Point Single Phase Three Phase

Amperage at Interconnection Point

Production Meterbase

Generating Facility Information

New Installation Modification

Where is the location on the property?

Battery Backup? Yes No

Generator Specifications

Quantity

Manufacturer

Model

Was the generator manufactured in the state of Washington? Yes No

Inverter Specifications

Quantity

Manufacturer

Model

Was the inverter manufactured in the state of Washington? Yes No

Cost of system including installation

Are you applying for WA State Renewable Energy Credit? Yes No

Permission is granted to share production data with my contractor for the purpose of troubleshooting or documenting generating facility performance. Yes No

Confirm selection and information provided if applying for a new or revised solar (or other alternative energy) interconnection.

Requirement	Description
System Generation	This is the amount of power that the system can generate in kW.
Type	At this point, solar is the only interconnection type Seattle City Light supports.
Interconnection Points	This is where Seattle City Light's wire ends and the contractor installed wire begins.
Single Phase, Three Wire Service	Single-phase power is used to power all typical home electrical appliances; it is used in residential outlets. Typically 120/240V AC is carried between two wires: hot and neutral and a third ground wire for safety.
Three Phase, Four Wire Service	Three-phase power provides a more efficient means of supplying large electrical loads like motors, and is used in industrial areas and in large buildings. Voltage is carried through three conductors 120 degrees out of phase with the other two.
Production Meterbase	A meter socket that will track the amount of power that the solar system generates. These readings are not used by Seattle City Light, but may be used by the customer for energy credit and/or reimbursement purposes.

10. Removal of Existing Service

Seattle City Light will remove the wire and electric meter that connect City Light's distribution system to the electric service.

Depending on the type of service requested, required information will vary.

47%

Removal of Existing Service

Please provide a detailed explanation of the service to be removed (500 character limit).

Scope of Work

Is the Service Requested Overhead or Underground?

Overhead Underground

What is the amperage and voltage of the existing service to be removed?

Amps

Volts ▼

What is the estimated need or ready date?

Date Requested 

Select the party responsible for the construction bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Select the party responsible for the energy bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the removal of service.
Overhead	An overhead service includes an above-ground bundle of wires that connect the electric service to Seattle City Light's distribution system.
Underground	An underground service includes a conduit pathway and electric cables (installed by Seattle City Light) between Seattle City Light's distribution system and the customer's property or facility.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to remove service.

Select the party responsible for both the construction and energy bills, then click "Save and Next"

11. Temporary Service for Construction

Temporary services installed for construction purposes and are used for a limited time period.

Depending on the type of service requested, required information will vary.

53%

Temporary Service for Construction

Please provide a detailed description of the temporary service to be installed (500 character limit).

Scope of Work

Is the Service Requested Overhead or Underground ?

Overhead Underground

What is the amperage and voltage of the temporary service?

Amps

Volts ▼

What is the estimated need or ready date?

Date Requested 📅

Select the party responsible for the construction bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Select the party responsible for the energy bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the temporary service, including the location of the connection.
Overhead	An overhead service includes an above-ground bundle of wires that connect the electric service to Seattle City Light's distribution system.
Underground	An underground service includes a conduit pathway and electric cables (installed by Seattle City Light) between Seattle City Light's distribution system and the customer's property or facility.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to connect the temporary service.

Select the party responsible for both the construction and energy bills, then click "Save and Next"

12. New Permanent Service

A new electric service for a new home or business.

Depending on the type of service requested, required information will vary.

58%

New Permanent Service

Please provide a detailed description of the new permanent service to be installed (500 character limit).

Scope of Work

Is the Service Requested Overhead or Underground?

Overhead Underground

What is the amperage and voltage of the new permanent service?

Amps

Volts ▼

What is the estimated need or ready date?

Date Requested 

Select the party responsible for the construction bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

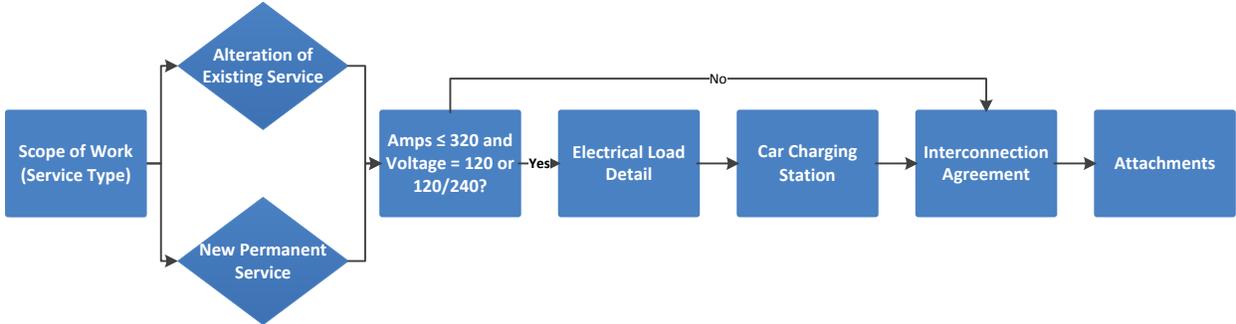
Select the party responsible for the energy bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the new permanent service, including the location of where the electric service should be installed.
Overhead	An overhead service includes an above-ground bundle of wires that connect the electric service to Seattle City Light’s distribution system.
Underground	An underground service includes a conduit pathway and electric cables (installed by Seattle City Light) between Seattle City Light’s distribution system and the customer’s property or facility.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to connect a new or altered service.

Select the party responsible for both the construction and energy bills, then click “Save and Next”

Note: Similar to selecting alteration of existing service, depending on amperage and voltage selections, the customer will be prompted with conditional screens. See section **9a**, **9b**, and **9c** for more information.



13. Construction Clearance

Seattle City Light can provide safe working clearance from low- or high-voltage wires on a temporary or permanent basis for construction project purposes.

Depending on the type of service requested, required information will vary.

63%

Construction Clearance

Please provide a detailed explanation of the requested clearance (500 character limit).

Scope of Work

What is the type of clearance requested?

Select all that apply.

- De-energize
- Flagging
- Temporary Relocation
- Temporary Wing Arm
- Underground

What is the estimated need or ready date?

Date Requested 

Select the party responsible for the construction bill payment.

Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the requested clearance. This information should include whether wire removal or relocation is required, just wire identification (flagging), and if dealing with high- (above 600 volts) or low-voltage service.
De-energize	To shut off power, usually when wire removal or relocation is required.
Flagging	Wire identification to provide safe working clearances for construction purposes.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to provide construction clearance.

Note: Often, due to the complicated nature of Construction clearance requests, after capturing the basic situation during the application process, additional discussion and site visits will be required with an electric service representative.

Select the party responsible for the construction bill, then click "Save and Next"

14. Streetlight/Floodlight Work

New streetlight rental or floodlight installation used to light a particular area, like a pathway for security or a roadway for safety. This could also include underground-fed street-lighting systems.

Depending on the type of service requested, required information will vary.

68%

Streetlight/Floodlight Work

Please provide a detailed explanation (500 character limit).
The explanation should include the streetlight number(s), the location(s), and the intent to remove, install, or relocate for each streetlight listed.
Scope of Work

Is this service requested for a streetlight or a floodlight?
 StreetLight FloodLight

What is the estimated need or ready date?
Date Requested 

Select the party responsible for the streetlights installation charge payment.
 Legal Owner General Contractor/Developer Electrical Contractor

Requirement	Description
Scope of Work	A detailed explanation of the requested clearance. This information should include whether wire removal or relocation is required, just wire identification (flagging), and if dealing with high- (above 600 volts) or low-voltage service.
De-energize	To shut off power, usually when wire removal or relocation is required.
Flagging	Wire identification to provide safe working clearances for construction purposes.
Amps	Amperage can typically be found on an appliance, motor, or device nameplate. For residential customers, the typical service size is 200 amps. The smallest service size that Seattle City Light recognizes is 100 amps. For commercial customers, 400 amp services require a current transformer enclosure.
Volts	Service of more than 600 volts is considered primary service; secondary service is less than or equal to 600 volts. For more information about the voltages available in a specific area, customers should be directed to their electric service representative.
Date Requested	This is the date that a customer would like Seattle City Light to provide street or flood light.

Select the party responsible for the installation charge or rental fee, then click "Save and Next"

15. Attachments

Depending on the type of service requested, required documentation will vary but will be listed on the Attachments screen.

If **no documentation** is required, the online application will notify accordingly.

89%

Attachments

Based on the information provided, additional documentation is not required. If upon further review of your Online Application for Electric Service it is determined additional documentation is required, an ESR/Intake Rep will contact you.

If **additional documentation** is required, the Online Application will notify you of your responsibility to provide additional information.

89%

Attachments

Notice of Customer Responsibility: Based on the information provided, additional documentation is required. Please follow the instructions below. It is important to note that an application is not considered complete and cannot be processed until all required documentation has been provided to Seattle City Light.

If additional documentation is required, electronic and paper document submission instructions are provided onscreen. See below.

89%

Attachments

Notice of Customer Responsibility: Based on the information provided, additional documentation is required. Please follow the instructions below. It is important to note that an application is not considered complete and cannot be processed until all required documentation has been provided to Seattle City Light.

All documentation listed below must be submitted electronically. You may also be required to send a paper copy of the attachment to City Light. These documents will be identified with the text "Submit Electronic and Paper Copy." by the scope of work. Situational characteristics may require additional information to be provided upon request from City Light.

To Submit an Electronic Attachment:

- Email electronic documents to **SCLserviceapplications@seattle.gov**.
- Email subject line:
Include the service location and the Application ID in the subject line (e.g. 123 Happy Drive, 1000008292).
- Attachment file name:
All documents submitted electronically must have the City Light defined file name, and can be found next to the document requirement below (e.g. 555 7th Avenue NW_REM_Site Plan_1000003332).
- All documents submitted electronically must be file type of .pdf (preferred), .jpeg, .doc, or .tiff.
- City Light email will not accept emails that exceed 20 megabytes.

If instructed to "Submit Paper Attachment":

- Mail paper documents to Seattle City Light, Attention: Intake Desk, 1300 N 97th Street, Seattle, WA 98103-3320.

Also, if additional documentation is required the online application will provide a document list for each type of service requested.

The required documentation below and these submission instructions will be in the Application Summary, which will be emailed to you when you submit the Online Application to City Light.

New Permanent Service Please submit a paper copy of all attachments.

➤ [Site Plan](#)

Streetlight Work Please submit an electronic copy of all attachments.

➤ [Streetlight Plan](#)

➤ [Site Plan](#)

By clicking on the document(s) listed under each service request type, specific document requirements and required file names are provided.

The required documentation below and these submission instructions will be in the Application Summary, which will be emailed to you when you submit the Online Application to City Light.

New Permanent Service Please submit a paper copy of all attachments.

☒ [Site Plan](#)

Required File Name: 1800 95 Jenny_PERM_Site Plan_1000007245

The Site Plan should include:

- North Arrow
- Correct Street names and building address
- Desired service entrance and meter location
- Building foot print and unit layout(s) with dimensions and location of building with respect to property lines, streets, alleys, sidewalks, and driveways
- Existing electrical services
- Existing and proposed easement

Streetlight Work Please submit an electronic copy of all attachments.

☒ [Streetlight Plan](#)

Required File Name: 1800 95 Jenny_SL_Streetlight Plan_1000007245

The Streetlight Plan should include:

- Existing and proposed locations (including conduits & handholes of UG)
- Total Load (kW)
- Proposed service point(s)

☒ [Site Plan](#)

Required File Name: 1800 95 Jenny_SL_Site Plan_1000007245

The Site Plan should include:

- North Arrow
- Correct Street names and building address
- Desired service entrance and meter location
- Building foot print and unit layout(s) with dimensions and location of building with respect to property lines, streets, alleys, sidewalks, and driveways
- Existing electrical services
- Existing and proposed easement

The required documentation and submission instructions will also be in the application summary, which is emailed when you submit the online application to Seattle City Light.

How to Submit Attachments

An application is not considered complete until all required documentation has been provided to Seattle City Light. **All** required documentation must be submitted electronically. If a paper copy of an attachment is required, it will be identified with the text "Submit Paper Copy."

Documentation requirements are located:

- [Requirements for electric service connections](#) (RESC Guide)
- [Customer checklist](#)
- Application attachments screen
- Application summary screen
- Application submission confirmation e-mail

Electronic Attachments

All required documentation must be submitted electronically.

1. E-mail electronic attachments to:

SCLserviceapplications@seattle.gov

2. The address of the service location and the application ID should be in the e-mail subject line.

For example.

Subject	123 Happy Drive, 1000008292
---------	-----------------------------

3. Label each attachment with the Seattle City Light defined file name.

For example.

Attached	 123 Happy Drive PERM SitePlan 1000008292.pdf (5 MB)
----------	---

File names are provided on the attachments screen, summary screen, and application PDF. The Seattle City Light defined file name is provided for each document required. See below.

New Permanent Service - *Please submit an electronic copy of all attachments.*

▼ **Diagram Of Production Meterbase**

Required File Name: 989 Spokane St_PERM_PM diagram_1000014147

This is a diagram that shows the wiring of the production meter base. It should include number and position of lugs and polarity.

▶ **Customer Generation System Wiring Diagram**

▶ **Electrical One-Line/Riser Diagram**

▶ **Inverter Specification Sheet**

▶ **Interconnection Agreement – Terms And Conditions**

Tip: For convenience and consistency, and to ensure expedient processing, customers should be instructed to copy-and-paste the required file name for each individual document required.

All documents submitted electronically must be a file type of .pdf (preferred), .jpeg, .doc, or .tiff.

Paper Attachments

If a paper copy of an attachment is required, it will be identified with the text "Submit Paper Copy."

Paper attachments can be dropped off or sent to the following address:

Seattle City Light
1300 N. 97th St.
Seattle, WA 98103-3320
ATTN: Intake Desk

16. Summary

The summary page provides an opportunity to review the information provided in the customer online application. The summary page also allows to edit any section of the application, as well as print/save their application.

Edit Application

If editing a section of the online application is necessary, the user can click on the edit button and will be automatically directed to that section of the application. In that section, the user can make any necessary changes. When finished the user must click "Save and Next" to navigate back to the summary screen and the end of the application.

Example.

Service Address	Edit
-----------------	------

Download/Print Application

Clicking the print button allows the customer to open, print and/or save a PDF of their online application.

Exit	Print	< Previous	Save and Next >
------	-------	------------	-----------------

Note: While attachment requirements and naming conventions are included in this Application for Electric Service PDF, submission date and service request numbers are not. The application submission date will be included in the application PDF e-mailed to you immediately following submission, and service request numbers are included in the application PDF e-mailed immediately following internal review and completion.

17. Legal Acceptance

Providing legal terms and conditions relating to online applications for electric service requests, the legal acceptance screen requires the printed name of an authorized project representative prior to submission.

Read the legal acceptance terms and conditions.

100%

Legal Acceptance

I agree that the information on this application is correct to the best of my knowledge.

- I agree to pay Seattle City Light (SCL) for all design costs and electrical infrastructure costs required to supply electrical power to the application location.
- I agree to pay SCL for all engineering costs, including but not limited to staff time creating a job estimate, regardless of the service requested actually being needed.
- I agree to pay re-stocking fees associated with any pre-ordered or custom materials ordered for the job in the event of project cancellation.
- I understand Payment for service or materials must be received before SCL will energize the above electrical service.
- I understand Failure to make payment or default on an agreed upon payment plan will result in SCL making every attempt to recover payment.
- I understand that any changes made to the above information or attached documents may increase the time and costs required for SCL to provide service to the project.

Applications that are incomplete after 90 days may be discarded. Estimates are valid for 120 days from the time they are provided unless there is a SCL rate increase or change in charges during the interim.

City Light's Departmental Policy and Procedure relating to electric service requests and costs can be found at <http://www.seattle.gov/light/policies/>

Printed Name of Authorized Representative

Date
 

To agree to the terms and conditions, an authorized representative for the project should type their name in the text box and click "Submit"

18. Confirmation

The confirmation screen notifies of successful submission of online application. It is important to note that until all required project documentation is provided to Seattle City Light, submitted applications are not considered to be complete.

Additionally, once an online application is submitted, a confirmation e-mail is sent to the e-mail address provided. An Application PDF of the submitted application will be included in the e-mail. Along with application information, the application PDF contains attachment instructions and file naming conventions.



This is the second of three automatically generated e-mails.

Application For Electric Service

City Light Application Intake Desk: 206-233-APPS (206-233-2777)

Confirmation

Thank you for submitting your Seattle City Light Application for Electric Service. Your application will be reviewed by Seattle City Light and once approved a service request will be initiated.

If there are any questions regarding your application or additional information is required to complete your service request, a City Light representative will contact you.

Upon submission of your application you received an initial email confirming City Light's receipt of your application with the completed application attached.

After your application has been reviewed by the Intake desk, you will receive a confirmation e-mail with your service request number and contact information for the Seattle City Light Electrical Service Representative (ESR). The ESR will be your primary point of contact to assist you through the entire process of connecting new or upgraded electric service.

If you have any questions please contact the City Light Application Intake Desk at: 206-233-APPS (206-233-2777).

Service Address:
700 5th Ave
Seattle, WA 98109

Application ID:
1000017087

Submission Date:
11/02/2015

[Exit](#)

It is important to note that an application is not considered complete until all required documentation has been provided to Seattle City Light.

19. Post Submission

Upon submission, you will receive an email confirming your application has been received. For applications requiring additional documentation, the application is not considered complete.

We are presently in the process of reviewing your application. If your application requires attachments, please submit supporting documents within 3 business days. Your application will be considered complete once you have submitted all required documents.

If necessary, we will contact you to clarify the scope of the project. Once completed, your project will be assigned to an Electrical Service Representative (ESR) or an Engineer (ESE) and you will receive an email with further instruction and Service Request number to use for future communication with Seattle City Light.

Thank you for submitting your Application for Electric Service with Seattle City Light!

Applications that are considered complete will be reviewed and assigned to an electrical service representative – you will receive a confirmation e-mail that your application was processed.

Your Application for Electric Service has been processed and your project has been assigned to an Electrical Service Representative (ESR) or an Engineer (ESE).

Your ESR/ESE will contact you to provide further information, answer your questions, and be available to help facilitate your project through completion. When contacting Seattle City Light please use the Service Request Number(s) listed below:
1503650

We would appreciate your thoughts regarding the On-line Application for Electric Service. Please provide feedback on your submission by filling out this [short survey](#). If this link does not work, please copy paste (<http://survey.constantcontact.com/survey/a07eav40vzzi95u4vtu/start>) URL in your browser. Thank you in advance for your time.

Primary Contact:	First Last
Primary Contact Phone Number:	(206)769-5361
Primary Contact Email:	w2ksr1@seattle.gov
Service Address:	800 1st Ave. Seattle WA 98109

Contact Information

We hope that the step-by-step guide to online application for electric service is a helpful tool to guide you through the online application process. However, if you still have questions or concerns, please do not hesitate to contact electric service request intake desk: (206) 233-APPS or (206) 233-2777.