



## COMMERCIAL DEVELOPMENT & SERVICES APPLICATION

To help us process your application, please provide all requested information. Missing information may result in delays.

Electronically (Preferred)	By Mail	By Hand Delivery
<ul style="list-style-type: none"> <li>Submit your application and monitor the status of it and any associated work requests at <a href="#">Construction web portal</a></li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Send this form as an email attachment to <a href="mailto:Ce@cpsenergy.com">Ce@cpsenergy.com</a></li> </ul>	CPS Energy Attn: IDS-Customer Engineering Supervisor P.O. Box 1771 Mail Drop #410101 San Antonio, Texas 78296-1771	<ul style="list-style-type: none"> <li>17281 N. Green Mountain Rd San Antonio, Texas 78247</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>7814 S. Zarzamora Street #3 San Antonio, Texas 78224</li> </ul>

If you have any questions or need assistance you may call (210) 353-4050.

### CUSTOMER & PROJECT INFORMATION

Project Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Application Date: \_\_\_\_\_ Requested CPS Energy Energize Date: \_\_\_\_\_

**Note: Please note that your service start date will depend on the complexity of your project and the completion of your responsibilities described in the Construction & Renovation Step by Step Processes**

Location/Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer(Elec): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer(Civil): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Primary Contact will receive status updates as the work progresses and will be contacted in the case that additional information is needed.

Have you already had a Utility Preliminary Plan Review meeting with CPS Energy? \_\_\_\_\_

To request a meeting, go to:

<https://cpsenergy.com/content/dam/corporate/en/Documents/CustomerEngineering/UPPR%20Memo%20and%20Form.pdf>

**SERVICE ADDRESS**

Please read the following information before proceeding:

- A complete and accurate service address is required before service may be installed.
- **The City of San Antonio** assigns addresses within city limits. A service address must be assigned prior to the installation of an electric or gas service. An Address Verification Letter may be required if service address is not verifiable. This letter is supplied by the City of San Antonio.
- For an assignment of a new address or for an Address Verification Letter, you can submit the form by clicking on the following link: <https://docsonline.sanantonio.gov/FileUploads/dsd/RequestforAddress.pdf> and submitting to the City of San Antonio’s Development Services Addressing Team, either in person at 1901 S Alamo or via email at [dsd.addressing@sanantonio.gov](mailto:dsd.addressing@sanantonio.gov). For further information, please contact their Land Entitlements Addressing Team at (210) 207-1111.
- **Incorporated cities** that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill Country Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, Schertz, Terrell Hills, Universal City (commercial only), and Windcrest.
  - **Important:** For addresses in an incorporated city, an Address Verification Letter may be required if service address is not found in our system. This letter is supplied by the incorporated city. For additional information, click on link: <https://www.cpsenergy.com/content/dam/corporate/en/Documents/CSI/General%20Addressing%20Information.pdf>
- **Bexar County** - CPS Energy assigns addresses outside of city limits.
  - **Important:** If the address is outside of city limits one of the following documents are required to assign your address:
    - Property survey **OR**
    - Plat with legal description
    - **EXTRATERRITORIAL JURISDICTION (ETJ) APPROVAL/ CERTIFICATE OF DETERMINATION:** If you are outside San Antonio city limits, you may still be within San Antonio’s ETJ. It is suggested that you contact the Development Services Department of the City of San Antonio prior to obtaining any other releases for electrical service. Please contact the City of San Antonio at the Business and Development Services building, 1901 S. Alamo St. (210) 207-1111.

Provide new address for service request:

Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**NEW SERVICE REQUEST**

Please select all applicable installation options from the following categories.

Structure Type	Requested Service Type	Permanent Electric Service Type
<input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> School <input type="checkbox"/> Warehouse <input type="checkbox"/> Hospital <input type="checkbox"/> Convenience Store <input type="checkbox"/> Other (Note below)	<input type="checkbox"/> Perm. Overhead Electric Service (Overhead Transformer) <input type="checkbox"/> Overhead to Underground Service <input type="checkbox"/> Perm. Underground Electric Service (Padmount Transformer) <input type="checkbox"/> Temporary Electric Service <input type="checkbox"/> Gas Service <input type="checkbox"/> Network <input type="checkbox"/> Electric Vehicle Charging <input type="checkbox"/> Distribution Generation (Solar) <input type="checkbox"/> Irrigation <input type="checkbox"/> Private Lighting	<input type="checkbox"/> 120/240 1-ph <input type="checkbox"/> 240/120 3-ph open ( Δ ) delta <input type="checkbox"/> 208/120 3-ph <input type="checkbox"/> 480/277 3-ph <input type="checkbox"/> Primary Metering <input type="checkbox"/> 4kV <input type="checkbox"/> Do Not Know

Expected Square Footage: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**BILLING INFORMATION**

Billing Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Tax ID # or Social Security No.: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Tax Exempt (If Tax Exempt attach form 01-339 from the Texas Comptroller)  
<https://comptroller.texas.gov/forms/01-339.pdf>



### APPLICATION ATTACHMENTS

The following attachments are required to be submitted with the application to initiate design. Please note that all CAD files need to be 2007 version or older.

Please check below accordingly:

#### Small Commercial Customers (Overhead Transformers):

- Load Sheet (attached)
- Site Plan of Utility Services (PDF File)
- Address Verification Letter (If applicable)
- Tax Form 01-339 (If applicable)

The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany application.

- Meter loop drawing (PDF File)
- Environmental Form
- Motor Load Form (for 100 HP motors or larger)

#### Large Commercial Customers (Padmount Transformers):

- Load Sheet -Signed & Sealed if design drawings are not yet at 100% submittal (attached)
- Utility Site Plan- Signed & Sealed (CAD file, 2007 version or older & PDF file)
- Address Verification Letter (If applicable)
- Tax Form (If Applicable)

The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany application.

- Customer Environmental Requirements Checklist
- Electric Meter Loop Drawing- Signed & Sealed if required by Electric Service Standards, Section 90.3.2 (PDF File)
- Electric One-Line Diagram- Signed & Sealed (PDF File)
- Gas Appliance/Plumbing Schedule- Signed & Sealed (Pdf. File)
- Gas Site One-Line Diagram- Signed & Sealed (PDF. File)
- Motor Load Form (for 100 HP motors or larger)

### AUTHORIZATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



## ELECTRIC AND GAS LOAD SHEET (REQUIRED)

Project/Business Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

ELECTRICAL LOAD	
EQUIPMENT	kVA
A/C or Heating (largest HVAC load)	
Lighting	
Receptacles	
Water Heater	
Computers	
Refrigeration	
Elevators	
Motors under 100 HP	
Motors over 100 HP (Large Motor Form required)	
Electric Vehicle Charging	
Distributed Generation (Solar)	
Other: _____	
<b>TOTAL estimated kVA</b>	

GAS LOAD	
<b>PRESSURE REQUESTED:</b> <input type="checkbox"/> 4 oz. <input type="checkbox"/> 1 lbs. <input type="checkbox"/> 2 lbs. <input type="checkbox"/> Not sure <input type="checkbox"/> Other: _____	<b>INDICATE UNITS:</b> <input type="checkbox"/> BTU/h <input type="checkbox"/> CFH
Furnace	
Boiler	
Cooking	
Water Heater	
Pool/Spa Heater	
Gas Lighting	
Generator	
Commercial Drying:	
Other Equipment: _____	
<b>TOTAL estimated BTU/h or CFH</b>	