



COMMERCIAL DEVELOPMENT & SERVICES APPLICATION

Applications and attachments may be submitted online via the [Customer Web Portal](#). Developers may receive assistance with the Customer Web Portal by phone at [\(210\) 353-2450](tel:2103532450) or by email at csiwebaccess@cpsenergy.com. Customers also have the option to complete and submit this electronic application and attachments **by email** to ce@cpsenergy.com, or print and submit application **by mail** to CPS Energy, Attn.: Customer Engineering, P.O. Box 1771, San Antonio, Texas 78296-1771, or **in person** at 17281 N. Green Mountain Rd., San Antonio, Texas 78247.

To better assist you, please provide as much requested information as possible (please enter N/A if not applicable).

GENERAL INFORMATION

Application Date: _____ Requested CPS Energy Energize Date: _____

Project Name: _____ Requested CPS Energy Gas Service Date: _____

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: _____

SERVICE ADDRESS

Please note that a service address must be assigned prior to the installation of an electric or gas service.

Incorporated cities that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill County Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, San Antonio, Schertz, Terrell Hills, Universal City (commercial only) and Windcrest.

Street Address: _____ County: _____

Square Footage (New Facility): _____ Square Footage (Existing): _____

BILLING INFORMATION

Billing Name: _____ Phone: _____

Billing Address: _____ Billing Tax ID #: _____

SERVICE REQUEST

Please select applicable options from the following categories:

Business Type:	Requested Service Type:	Requested Service Voltage:
<input type="checkbox"/> Industrial/Manufacturing	<input type="checkbox"/> Electric Service (Overhead Transformer)	<input type="checkbox"/> 120/240 1-ph
<input type="checkbox"/> Restaurant	<input type="checkbox"/> Electric Service (Padmount Transformer)	<input type="checkbox"/> 240/120 3-ph open(Δ) delta
<input type="checkbox"/> Retail Center	<input type="checkbox"/> Gas Service	<input type="checkbox"/> 208/120 3-ph
<input type="checkbox"/> School	<input type="checkbox"/> Remodel	<input type="checkbox"/> 480/277 3ph
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Network	<input type="checkbox"/> Primary Metering
<input type="checkbox"/> Hospital	<input type="checkbox"/> Distributed Generation (Solar)	<input type="checkbox"/> 4 kV
<input type="checkbox"/> Convenience Store	<input type="checkbox"/> Temporary Electric	<input type="checkbox"/> Not sure
<input type="checkbox"/> Other (note below)	<input type="checkbox"/> Electric Vehicle Charging	

Additional information: _____

APPLICATION ATTACHMENT CHECKLIST

The following attachments are required to be submitted with the application to initiate design.
Please check below accordingly:

Small Commercial Customers (Overhead Transformers):

- Customer Environmental Requirements Checklist (attached)
- Load Sheet (attached)
- Utility Site Plan (PDF files)
- Electric Meter Loop Drawing – Signed & Sealed if required by Electric Service Standards, Section 90.3.2 (PDF file)
- Electric One-Line Diagram (PDF file)
- Motor Load Form (will be provided to customer if project includes motors of 100 hp or larger)

Large Commercial Customers Only (Padmount Transformers):

- Customer Environmental Requirements Checklist (attached)
- Load Sheet – Signed & Sealed if design drawings are not yet at 100% submittal (attached)
- Utility Site Plan – Signed & Sealed (CAD & PDF files)
- 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 and GIS Shape file)
- Motor Load Form (will be provided to customer if project includes motors of 100 hp or larger)

INDIVIDUAL SUBMITTING APPLICATION

Name: _____ Title: _____

Phone: _____ Email: _____



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)	
Other: _____	
TOTAL	

GAS LOAD

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



CUSTOMER ENVIRONMENTAL REQUIREMENTS CHECKLIST

All construction work performed by CPS Energy in providing service to our customers must comply with all applicable environmental regulations. *This checklist should be completed and submitted with the appropriate service application, in order to avoid any potential delays in processing your request. Additional information may be required depending on the project scope of work.*

Project Address: _____

Please check the box that applies for each Environmental Category based on your Service Request Type.

Service Request Types:
Residential Services (RS), Small Commercial (overhead transformers) (SC), Residential Development (RD), Multi-Family (MF), Large Commercial (padmount transformers) (LC)

Service Request Type	Environmental Category	Environmental Form <i>(To be submitted after the application)</i>	Applicable	Not Applicable
RS, SC, RD, MF, LC	Storm Water Pollution Prevention <i>(Soil disturbance for all aspects of the development is greater than 1 acre)</i>	PDF and CAD file with existing erosion controls when CPS Energy work is within an existing "Common Plan of Development"	<input type="checkbox"/>	<input type="checkbox"/>
RS, SC, RD, MF, LC	Edwards Aquifer <i>(Excavation within the Recharge Zone or 5 acres of disturbance within the Contributing Zone)</i>	Texas Commission on Environmental Quality (TCEQ) approval letter of the project's Water Pollution Abatement Plan (WPAP for the Recharge Zone) or the TCEQ Contributing Zone Plan (CZP) approval letter	<input type="checkbox"/>	<input type="checkbox"/>
RS, SC, RD, MF, LC	Cultural and Historic Resources <i>(Work within the Mission District, a River Improvement Overlay District, Historic Landmark, or a Historical District)</i>	Cultural and Historic Resources Letter and Certificate of Appropriateness https://www.sanantonio.gov/historic/About-Us https://qagis.sanantonio.gov/ohpsearch/viewer/view.html	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Endangered Species Act <i>(Karst Zones 1, 2, 3 and 4)</i>	Habitat Compliance Form https://www.fws.gov/southwest/es/AustinTexas/Maps_Data.html	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Endangered Species Act <i>(Songbirds)</i>	Habitat Compliance Form and Tree Permit or Tree Affidavit http://tpwd.texas.gov/gis/rtest	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Waters of The US <i>(CPS Energy work requires trenching within a drainage way or 100-year flood plain)</i>	Individual or Nationwide Permit and Flood Plain Development Permit	<input type="checkbox"/>	<input type="checkbox"/>

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: Yes No

Print Name: _____

Date: _____