

ACTIVATE YOUR POWER BY EMAIL OR FAX

INFORMATION SHEET
TEXAS | NEW MEXICO



Activate your power by email or fax

Activate power to serve your new construction project by contacting our team by email or fax using the contacts on the right and the form on the back of this sheet. Submitting information well in advance of beginning your build will help facilitate a smooth activation.

- Commercial construction and all residential new homes, including manufactured, must obtain 911 addressing from their regional planning commission or emergency authority, found online and in local listings.
- Applicants for nonresidential construction in rural areas, where the local regional planning commission does not require 911 addressing, must supply Xcel Energy with accurate GPS coordinates, which can be obtained through sites such as Google, etc.
- Applicants for commercial construction in both rural and urban settings must attach a complete electrical schedule, including service entrance amperage and the size and quantity of the largest motors. If available, attach the plot plan or diagram identifying the proposed new structures and locations.
- Fill out contact information completely for the current person or entity responsible for the electric bill, including a cell number, email address and billing address.

Note: New Mexico customers, please call 800-895-4999 after construction to see if you qualify for a special heating rate.

Three steps

- 1) Submit the new service application form by faxing or emailing the scanned form on the back. **Note:** Not including PLAT or GPS coordinates may delay process.
- 2) Secure building permits and inspections from the local authority. **Note:** The cleared electric permits arrive direct to the Builders Call Line from local authorities. To check status of any permit you must call that authority.
- 3) Begin construction, complying with Xcel Energy Design Engineering guidance. **Note:** Rural home and commercial project contacts will be notified by Xcel Energy Design Engineering for availability and size of existing facilities after a service application has been accepted but before construction begins.



Fax: 800-628-2521

Email: BCL-TXNM@xcelenergy.com

For faster more efficient service, please use **Xcel Energy FastApp** at <https://xcelenergy.force.com/FastApp>

Request for NEW service only

Complete this form and fax to **800-628-2521** or email form to **BCL-TXNM@xcelenergy.com**. For additional information, call 877-354-6395.

Information gaps will cause delays in processing.

Date _____

New service activation being requested by _____ Phone _____

☐ New account ☐ Add to existing account: _____

Responsible party/account holder _____

Email address _____ Phone _____

Phone primary _____ Secondary _____

Street mailing address _____ City _____ State _____ ZIP _____

☐ Check if this address is different than address receiving new service (to be entered below)

Address _____ City _____ State _____ ZIP _____

Service information

Information required for all applicants.

Type of service requested: ☐ Commercial ☐ Industrial ☐ Apt./duplex ☐ Irrigation ☐ Oilfield

☐ Other _____

I am requesting (select one): ☐ Overhead ☐ Underground This project is: ☐ Inside ☐ Outside the city limits

911 service address for facility receiving service (if applicable): _____

City _____ State _____ ZIP _____

Total square footage of structure(s) _____ ☐ All electric ☐ Gas and electric Electricity use: ☐ Temporary ☐ Permanent

Service load data: Voltage _____ ☐ Single phase ☐ Three phase Amps _____

For commercial – Industrial – Irrigation –Oil Well

Xcel Energy Account Manager, if applicable _____

Closest meter number _____ Service entrance main disconnect size _____

Total connected load _____ Largest HP motor _____

Requested in-service date _____ GPS coordinates (required) _____

Legal description of property: _____

Attach/include plot plan or diagram identifying proposed new structures and locations.