Non-Residential Electric Construction Application

Keep this page for your information

This application is used to request new non-residential electric service or a change in non-residential electric service (i.e. service upgrade, relocation of electric lines, etc.).

New Electric Service Projects usually take 60 to 120 days to complete from the time a construction application is received. Both AES Ohio and our customers have to work together to complete the project in a timely fashion.

Upon receipt and initial processing of your application, you will receive an acknowledgment from the AES Ohio Construction Control Center. Unless additional information is needed, the next contact you will have from AES Ohio will be from the Engineering Department during the design phase of your project.

Need Help?

Visit our FAQ page at www.aes-ohio.com/constructionfaq or contact our Construction Control Center M-F from 8-5 p.m. at (937) 331-4860 or (800) 424-5578

Construction Rebates, Standards and Other Information

→ For additional information, please visit our FAQs at www.aes-ohio.com/constructionfaq

→ All electrical work must follow the AES Ohio Electric Service Standards Handbook, located at www.aes-ohio.com/construction

→ By law, everyone MUST contact the Ohio Utilities Protection Service, 8-1-1 or 800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

Construction Fees

→ Typically one-time charges (also known as "aid to construction fees"), contracts and security deposits are associated with construction projects. If any fees/deposits are associated with your project, you will be notified accordingly.

→ Your construction project will not be scheduled until AES Ohio has received payment in full for all applicable construction fees/deposits. It usually takes 3-4 weeks to start construction after payment is received.

→ AES Ohio reserves the right to charge an up-front engineering fee for project design.

Submit Application to:

AES Ohio Construction Control Center

Email: aesohioconstructionapps@aes.com (preferred method)

US Mail: 1900 Dryden Road
Dayton, OH 45439

Download and complete the PDF application. For best results, open the PDF in Adobe Reader to fill out, print and save the application.

What steps can I expect during the construction process?

There are 4 primary steps in our construction process: Intake, Design, Invoicing and Construction. AES Ohio will be in communication with you during each of these 4 steps. Additional steps may be involved, depending on the project (for example, AES Ohio may request/require an easement for your project).

1. Application

Our Construction Control Center (CCC) will process your application and provide acknowledgment of receipt by email (if provided) or U.S. mail. If a security deposit is required the CCC will also issue notice of the deposit shortly after intake.

2. Design

The project will be assigned to a AES Ohio engineer to be designed. You or your electrician will be contacted during this step. Design time is dependent on engineering workload, job complexity and timeliness of customer decisions.

3. Invoicing

Any one-time charges (also known as "aid-to-construction fees") will be invoiced to you by mail and email, if one is provided.

4. Construction

Once payment is received, along with any necessary agreements, inspections and other required documents, the project will be released for construction. Please work with the assigned AES Ohio Project Manager for scheduling and coordination. Construction typically begins 3-4 weeks after payment and required documentation is received.

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Permanent Electric Service Application

*New Service/Construction Address (Housing Development Name, if applicable):		*City:
Lot #: / Township: / *ZipCode:		*County:
*Company/ Customer Name:		
*Daytime Phone:	*Email Address:	
*Officer Name/Title:		Federal Tax ID # or Social Security #:
*Mailing Address for Billing Purpose:	*City, State, Zip	
Previous AES Ohio Service Address (If Applicable):	City, State, Zip:	

Project Contacts & Service Information

Construction Info	For AES Ohio Use Only
Housing Development Name and Lot #:	Work Zone
*Address:	Design Tech
*City/Township, State, Zip:	Stake Out #:

Primary Contact (Primary Decision Maker)	
*Name/Company:	
*Phone:	*Email Address:

Secondary Contact (Electrician, General Contractor, or Design Engineer)	
Name/Company:	
Phone:	Email Address:

Invoice Address For Construction Fees	
*Name:	
*Address:	*City, State, Zip
*Phone:	*Email Address:
Type of Service Requested	

*Select All that Apply: ☐ New Construction   ☐ Service Relocation (Describe): _____

Service Upgrade/Change: From _____ Amps @ _____ Volts   To: _____ Amps @ _____ Volts

*Service Size:_____ Amps | *Facility Size: _____ Square Feet | *Service Delivery: ☐ Underground   ☐ Overhead

*Requested Voltage: ☐ 120/240V (1 phase)   ☐ 120/208V (3 phase)   ☐ 277/480V (3 phase)   ☐ 7200V (3 phase)   ☐ Other: _____

* Required Field

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New Loads (List new load only in KW - Not amps, watts or horsepower - Enter "0" if none)

*Lighting:	KW	*Motors:	KW
*Air Conditioning:	KW	*Other:	KW
*Heating:	KW	*Total:	KW
Motor Information	Largest Motor:_____ hp. Soft Start: ☐ Yes ☐ No "Accross the line" Start: ☐ Yes ☐ No		

Size and number of service conductors to be installed at the pedestal/transformer:

*Conductor/Wire Size: _____   *# Per Phase: _____   *Type of Conductor: _____

Project Description/Special Instructions

_____

_____

_____

_____

If the information supplied to AES Ohio on this application is incorrect, the party signing below is responsible for all re-engineering costs and additional construction costs that may result from engineering changes. You are responsible for informing AES Ohio of changes to this Electric Service Application. By checking the box below, you confirm your acceptance and understanding of the responsibilities. This request for service will not be processed without acceptance of these conditions.

☐ I accept responsibility for the accuracy of information on this Electric Service Application.

_____   _____
*Printed Name   *Date

_____   _____
Signature (Please sign if printing and manually filling out this application)   Date

*Site Plan (Required)

Please provide a professional site plan noting the following:

→ Distance to nearest intersection
→ Location of proposed and/or existing driveways
→ Property Lines
→ Distance (feet) to the road & property lines

→ Location of new and existing structures
→ Location of electric panel(s)
→ Location of all new and existing customer owned facilities (i.e. well) water lines, septic/sewer lines, septic fields, drain tiles, etc.)

NOTE: If submitting via email, please attach site plan as a separate file.

* Required Field

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Temporary Service Data Sheet (Only complete if temporary service is being requested)

Construction Address		For AES Ohio Use Only
Housing Development Name and Lot #:		Work Zone
*Address:		Design Tech
*City/Township, State, Zip:		Stake Out #:
Invoice for Temporary Service		
*Name:		
*Address:	*City, State, Zip:	
*Phone:	*Email Address:	
Temporary Service Application		
*Company/Customer Name:		
*Mailing Address for Billing Purposes:	*City, State, Zip:	
*Phone:	*Email Address:	
Federal Tax ID # or Social Security Number:		
Previous AES Ohio Service Address (If Applicable)	*City, State, Zip:	
*Requested Voltage: ☐ 120/240V (1 phase) ☐ 120/208V (3 phase) ☐ 277/480V (3 phase) ☐ 7200V (3 phase) ☐ Other:		
*Panel Size: _____ Amps	*City, State, Zip	

AES Ohio cannot guarantee temporary service is available for your project as electrical facilities may not be readily available. You may need to consider an alternate power source, such as a generator, to provide temporary power during construction.

There may be a fee for temporary service.

To Submit This Application:

1. Please save the PDF to your computer

2. Email this PDF & site plan to
   aesohioconstructionapps@aes.com

3. Print a copy for your records