

New Construction Application Process

1. Contact the Member Services Department at **575-835-0560 (menu option 0)** to set up an account and work request. The Staking Technician will call you to set up a meeting on site. He will review the property, draw out the plan, and pass it on to the Estimator. The Estimator will send you a written estimate for the cost of running power to the desired location. The applicant may need to come in to the office to complete the necessary paperwork. All required fees will be collected at this time.
2. A “Right of Way Easement” giving SEC permission to install power on the property needs to be filled out. In some cases additional easements may be required. This is required on all properties **that a new line will cross. The original, legal-size document must be signed, notarized and filed at the county courthouse,** and then returned to SEC. Note: all documents must be received and in proper format to prevent delay in scheduling construction.
3. It is the applicant’s responsibility to hire a **New Mexico licensed electrician.** The electrician needs to install the metering point, either a meter base (underground) or meter pole (overhead). Once the metering point is installed the electrician needs to call the state electrical inspector, and schedule an inspection. **SEC HAS NO CONTROL OVER THE STATE ELECTRICAL INSPECTOR, OR HOW LONG IT TAKES HIM TO RETURN THE PERMITS.** Waiting for the permits to be returned can be lengthy.

If the service is for a mobile home, the electrical inspector will contact the Manufactured Housing Department (MHD). MHD will then need to inspect the metering point and hardwire into the mobile home. **SEC must receive both the Electrical and MHD permit before construction can begin.** SEC HAS NO CONTROL OVER THE MHD INSPECTOR, OR HOW LONG IT TAKES THEM TO RETURN THE PERMITS. To schedule a MHD Inspection call 505-222-9870.

4. If your job requires permits from the State Highway Department, Interstate, BLM, or Railroad, it usually takes several weeks for permits to be returned to SEC. All associated costs to obtain these permits are the responsibility of the applicant.
5. Call [New Mexico One-Call](#) before you do any excavating at 811 or 1-800-321-ALERT. If you dig without calling New Mexico One-Call and hit any utility lines you could be fined up to \$10,000.00.
6. If you are requesting underground service, it is your responsibility to open and close the trench for the electric line. For **Secondary**, the trench must be a minimum of 36” in depth, with 2 ½” PVC. All Elbows must be metal (rigid) stubbed out 7” from pole and reduced to 2” above ground level. For **Single Phase Primary**, trench must be a minimum of 48” in depth with 2 ½” PVC. All Elbows must be metal (rigid) stubbed out 7” from pole and reduced to 2” above ground level. For **3 Phase Primary**, trench must be a minimum of 48” in depth with minimum of 6” PVC reduced to 4” above ground level. All Elbows must be metal (rigid) stubbed out 7” from pole. **All conduits must have pullstrings in them.** For long underground runs, larger diameter conduit may be required. The only other utilities allowed in the same ditch are phone and cable TV (electric line MUST be on the bottom with a minimum of 1-foot separation). **GAS, WATER, AND SEWER LINES ARE NOT ALLOWED IN THE SAME DITCH. IF DITCHES ARE SIDE BY SIDE THERE MUST BE AT LEAST 18-INCHES OF (UNDISTURBED SOIL) SEPARATION.**

Installation of 3 Phase cement pads for transformers are the responsibility of the consumer. SEC will provide spec’s required for each application.

Once the trench is open and elbows and pvc installed, the applicant or electrician needs to call the Staking Technician that is working on their job, and notify them that it is ready for inspection by SEC based on current workload & availability. It is the applicant’s responsibility to install marking tape and cover up the trench. If the trench needs to be covered before the Staking Technician can go out to inspect it, clear, detailed photographs may be emailed to the Staking Technician. All trenches must be backfilled before construction. **SEC will not connect you if your trench does not meet the requirements listed.**

7. For overhead line extensions, the applicant is responsible for clearing a right of way for construction and maintenance. The right of way must be clear of vegetation for 15 feet on either side of the proposed line extension and accessible to vehicles. It is preferable that the right of way be driveable from one end to the other, but, at the very minimum, all pole locations must have access and space to set up a digger truck during construction. When the right of way is clear, contact the staking technician for inspection. **SEC will not build the proposed line if the right of way is not clear.**

8. Once all permits, fees, contracts, and easements are returned, and any required trench or right of way inspections are passed, the job will be turned over to the construction department. Construction may take up to 15 working days before WORK BEGINS on your job. NOTE THAT STORMS &/OR INCLEMENT SITE CONDITIONS MAY DELAY THIS EVEN FURTHER.