



## RESIDENTIAL SERVICE APPLICATION

To help us process your application efficiently, 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 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

Application Date: \_\_\_\_\_ Estimated date site will be ready: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Electrician

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

### 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 South 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.

Residential Structure Type	Requested Service Type	Permanent Electric Service Type
<input type="checkbox"/> Home	<input type="checkbox"/> Permanent Electric Service	<input type="checkbox"/> Overhead Electric Service
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Temporary Electric Service	<input type="checkbox"/> Underground Electric Service
<input type="checkbox"/> Barn	<input type="checkbox"/> Gas Service	<input type="checkbox"/> Do Not Know
<input type="checkbox"/> Subdivision Entry	<input type="checkbox"/> Electric Vehicle Charging	
<input type="checkbox"/> Water Well (for residence)		
<input type="checkbox"/> Entry Gate		
<input type="checkbox"/> Other (note below)		

Expected Total Building Square Footage: \_\_\_\_\_

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

## ELECTRIC & GAS EQUIPMENT INFORMATION (REQUIRED)

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

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

Total Home Square Footage: \_\_\_\_\_

**\*Note: For homes greater than 5,000 square feet, electrician and plumber will need to complete the Electric and Gas Load Sheet on Page 4**

NON-STANDARD ELECTRIC EQUIPMENT TO HELP CALCULATE LOAD NEEDED	
	QUANTITY
Elevator	
Tankless Water Heater	
Electric Vehicle Charger	
Please Specify Other:	
Please Specify Other:	
Please Specify Other:	
GAS EQUIPMENT	
	QUANTITY
Furnace	
Water Heater	
Tankless Water Heater	
Pool/Whirlpool/Spa Heater	
Range	
Gas Light	
Countertop	
Oven	
Clothes Dryer	
BBQ Grill	
Fireplace (Gas Logs)	
Fireplace (Log Lighter)	
Patio Heater	
Please Specify Other:	



## ELECTRIC AND GAS LOAD SHEET

**(Only complete this form for homes over 5000 sq ft or if non-standard electric equipment was specified on previous page)**

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:	
Other:	
<b>TOTAL estimated kVA</b>	

GAS LOAD	
PRESSURE REQUESTED: <input type="checkbox"/> 4 oz. <input type="checkbox"/> 2 lbs.	INDICATE UNITS: <input type="checkbox"/> BTU/h <input type="checkbox"/> CFH
Furnace	
Boiler	
Cooking	
Water Heater	
Pool/Spa Heater	
Gas Lighting	
Generator	
Other Equipment:	
<b>TOTAL estimated BTU/h or CFH</b>	

**APPLICATION ATTACHMENTS**

**The service request will commence upon the submittal of the required documents.**

The following documents have been completed and are attached with the application:

- Electric & Gas Equipment Information **(REQUIRED)**  Yes  No
- Load Sheet **(If home is greater than 5,000 SQ FT or non-standard equipment specified)**  Yes  No
- Address Verification Letter **(If Applicable)**  Yes  No
- Lot Survey **(If Applicable)**  Yes  No
- Tax Form 01-339 **(If Applicable)**  Yes  No

You may submit your application without the meter loop drawing or environmental form. If you are submitting these documents with your application, please indicate below. If you are not submitting them, your designer will coordinate with you a date to submit.

- Meter Loop Drawing  Yes  No
- Environmental Form  Yes  No

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

- A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design.  Yes  No
- Property owner's contact information (phone number and email address)  Yes  No
- Easement document, signed by the property owner or authorized representative and notarized that must be presented to the CPS Agent (Agent) before energizing the meter  Yes  No



**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>)

**AUTHORIZATION**

The undersigned is submitting a completed application and requests CPS Energy to provide electric and/or gas service.

\_\_\_\_\_

NAME

\_\_\_\_\_

DATE