Navarro County Electric Cooperative, Inc.
P.O. Box 616
Corsicana, TX 75151
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Email: csdept@navarroec.com

JOB SCHEDULING PROCEDURES

Your meter pole / loop must be up and inspected by one of the Cooperative staking technicians. You will need to contact us when you are ready for an inspection.

If your meter pole / loop fails for any reason we will leave a red card with instructions on what you will need to do to bring your meter pole / loop up to specifications. Once you have made the corrections you will need to contact us for a re-inspection.

**ALL** required right-of-way clearing will be completed and inspected **in advance of scheduling.**

**ALL** utility locates completed. (**48 hr. legal notification allowance.**)

**ALL** estimates have to be paid **in advance of scheduling.**

Membership, connect fee’s, deposits or letters of credit must be received **in advance of scheduling.**

**ALL** paperwork (easements, questionnaires, applications etc.) must be in the office.

*******************************************************************************PLEASE READ*******************************************************************************

At the time all of the above has been completed, your work order will be placed on the construction schedule. **From that date it takes approximately 2 – 3 work weeks for construction / retirement when poles or underground primary / secondary lines are involved. It will take approximately 3 – 5 workdays for overhead service drops.**

**ALL of the above time schedules are dependent upon weather and ground conditions.**

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Your work order will be voided after **90 days** if there is no activity and all fees will be returned. To reopen a work order, new paperwork will need to be filled out and all fees paid again.

Updated 11/03