



# Service Request Checklist for New Construction

*Customer Copy*

Property Address: \_\_\_\_\_ Boulder City, NV 89005

Permit Number: \_\_\_\_\_

## Action Items

### ▶ **Create Customer Account with Utility Billing Office**

- Complete the Utility Billing Account Setup (form enclosed) and email to [buildinginspections@bcnv.org](mailto:buildinginspections@bcnv.org) \*this must be done before requesting any utilities.

### ▶ **Water Meter Installation / Connection**

- Submit a written request to the Building & Safety Division via email to [buildinginspections@bcnv.org](mailto:buildinginspections@bcnv.org) at time of the Rough Framing inspection
  - ~ Once the email is received, Building & Safety Division staff will coordinate the installation with the Water & Sewer Division. The installation is usually completed within 2 business days from the date of the request.

### ▶ **Temporary Power Installation (if applicable)**

- Request a Temp Power inspection once the temp pole has been installed per code
  - ~ Once the inspection passes, Building & Safety Division staff will coordinate the installation with the Electrical Division. The installation is usually completed within 7 calendar days from the date of the request.

### ▶ **Permanent Power Installation**

- Request an E-Tag inspection once the panel has been installed per code
  - ~ Once the inspection passes, Building & Safety Division staff will coordinate with the Electrical Division to remove the temporary power and energize the service. This work is usually completed within 7 calendar days from the date of the request.

### ▶ **Gas Services (if applicable)**

- Request a Gas Tag inspection once the piping has been installed per code
  - ~ Once the inspection passes, Building & Safety Division staff will email SW Gas to inform them that they may turn on the gas to the property. The schedule to perform this work is determined by SW Gas but is usually completed within 2-3 business days from the date of the request.



### Utility Billing Account Setup

Date: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_

Secondary Account Name: \_\_\_\_\_

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different from Service Address)

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\* A non-refundable \$25 new account setup fee will appear on the first bill.

\*\* A deposit is required to setup a new account. Utility billing personnel may contact you for payment of this deposit, or to verify eligibility to waive this deposit. Utility deposits will be refunded to your account after 12 months of good payment history with 0 late fees.