

### How to submit a electric/gas service request

(Metered services - excluding Net Metering)

### Go to PSEG.com

- www.Pseg.com/service
- Click Service Upgrade and New Installations

# Download the appropriate form

#### Commercial:

- Existing Electric Service
- Existing Gas Service
- New Electric Service
- New Gas Service Residential:
- Electric Service
- Gas Service

## Provide Project Information

- Site plans if no foundation is in place
- Contact information
- Tax ID for commercial applications
- Billing information
- Service address
- Technical specifications of the project
- New and existing load details for all meter(s)

## Send to PSE&G Construction Inquiry

 Fax or email completed application and supporting documentation to Construction Inquiry

## Acquire Tracking Number

- In 3 to 5 business days you will be notified with a tracking number
- Each project will have a tracking number
- Electric project tracking numbers begin with 500
- Gas project tracking numbers begin with 800

### **Contact PSE&G Construction Inquiry**

#### **Northern Counties**

Bergen, Essex, Hudson, Hunterdon, Middlesex, Morris, Passaic, Somerset, and Union

Public Service Electric and Gas Company Attn: Construction Inquiry P.O. Box 1023 Cranford, NJ 07016

Call: 1-800-722-0256

Email: ConstructionNorth@pseg.com Fax: 908-497-1762 or 908-497-0107

#### **Southern Counties**

Burlington, Camden, Gloucester, Mercer, Monmouth, and Ocean

Public Service Electric and Gas Company Attn: Construction Inquiry 410 Route 130 South Bordentown, NJ 08505

Call: 1-800-832-0076

Email: ConstructionSouth@pseg.com

Fax: 609-324-1065



# **Easy Service Request Project Guide**

### **Initiate**

Notify PSE&G before beginning any work so PSE&G has sufficient time to prepare for your project

Submit a complete and accurate application to avoid delays

Provide your email address to receive all communications between PSE&G and your contractors

Provide approved site plans for new construction projects with no foundation

### **In Progress**

Notify PSE&G if the project moving forward. Project cost estimates are valid for 12 months

Confirm electrician or plumber meets with PSE&G inspection department to ensure the project meets our industry specifications

If the project includes cost, work can not being until payments have been made

If the project requires pad mounted transformers allow four to six months to obtain equipment

### **Complete**

Before PSE&G can install the meter ensure municipal and PSE&G inspections have been satisfied

PSE&G appreciates the opportunity to service your energy needs and thanks you for your business



Always have your tracking number available when requesting a status.