



PA One Call Fee - \$125 Waived for Members

Instructions for Requesting Service from PPL

March 2020

**The following information is being provided to you in order to help with scheduling.**

**Your contacts:**

**PPL Designer** – Tyler Saeger – (570) 620-3370 [TSaeger@pplweb.com](mailto:TSaeger@pplweb.com)

**PPL Scheduler** – Andre Pogue – (570) 620-3396 [alpogue@pplweb.com](mailto:alpogue@pplweb.com)

- PPL requests notice **as soon as possible** of a new service which allows us time to engineer, obtain right of way if needed and schedule appropriately.
- You can communicate if there are exceptions and need power sooner.
- You can put in your work order **via the online portal or through our contact center before breaking ground**. Work will be scheduled as far out as you want to schedule it.
- PPL wants the cutting card/electrical inspection a minimum of two weeks before coming out.
- PPL never wants you to miss a settlement date. We will work with you.
- Information and timeline chart are available online. Visit <https://www.pplelectric.com/utility/about-us/for-contractors-and-builders/building-or-renovating/timeline-for-service-requests.aspx>
- Including a copy of the plot plan is not mandatory but it does help.
- You can go on the schedule a minimum of five weeks out. If you need to change the date, contact Andre Pogue as soon as possible.
- If you are tearing down a home – call for removal of service. It's the same timeframe as stated above.
- Remote meters are shutoff the next day after work order is received by PPL. You can also provide PPL with a date.
- Emailed cutting cards are no longer accepted. It must be physically cleared electronically. A confirmation is sent once the cutting card is received.

**Pocono Builders Association. 745 Main Street, Ste. #203, Stroudsburg, PA 18360**

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**[www.poconobuilders.org](http://www.poconobuilders.org)**