

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

**Service Request**  
**Department of Public Utilities**

Incorporated County of Los Alamos  
1000 Central Ave., Ste. 130, Los Alamos, NM 87544  
(505) 662-8130 · Fax (505) 662-8005  
*"Serving today's needs for a better tomorrow"*

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Billing Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

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

**Description of Work:** \_\_\_\_\_

Continue on back if more room is needed

**Electric (U08) Work Order Number** \_\_\_\_\_

- |   |                     |
|---|---------------------|
| • 100 AMP Residential Service Line Installation Overhead or Underground, Under 150 Feet | _____ \$1,000.00    |
| • 200 AMP Residential Service Line Installation Overhead or Underground, Under 150 Feet | _____ \$1,450.00    |
| • Residential Net Meter Installation & Inspection                                       | _____ \$500.00      |
| • Commercial Net Meter Installation & Inspection  | _____ \$700.00      |
| • All Other Services/Billable Work, Including Service Lines Over 150 Feet               | Estimate \$ _____ * |

**Gas (U09) Work Order Number** \_\_\_\_\_

- |   |                     |
|---|---------------------|
| • ¾" Residential Service Line and Meter, under 150 feet (From Existing Service Stub to Meter) | _____ \$1,700.00    |
| • ¾" Residential Service Line, Meter, and Service Tap to Main <b>not</b> in Paved Road        | _____ \$1,950.00    |
| • ¾" Residential Service Line, Meter, and Service Tap to Main in Paved Road                   | _____ \$4,200.00    |
| • ¾"- 1" Excess Flow Valve installed on existing polyethylene service line                    | _____ \$750.00      |
| • ¾"- 1" Excess Flow Valve installed on existing steel service line                           | Estimate \$ _____ * |
| • Gas Service Valve installation on existing polyethylene service line                        | _____ \$850.00      |
| • Gas Service Valve installation on existing steel service line                               | Estimate \$ _____ * |
| • All Other Services/Billable Work, Including Service Lines Over 150 Feet                     | Estimate \$ _____ * |

**Water (U10) Work Order Number** \_\_\_\_\_

- |   |                     |
|---|---------------------|
| • ⅝" x ¾" Water Meter Install   | _____ \$700.00      |
| • ⅝" x ¾" Water Meter, with Meter Can and ¾" Tap and Delivery Line from Main <b>not</b> in Paved Road | _____ \$2,500.00    |
| • ⅝" x ¾" Water Meter, with Meter Can and ¾" Tap and Delivery Line from Main in Paved Road            | _____ \$5,000.00    |
| • All Other Services/Billable Work  | Estimate \$ _____ * |

**Wastewater (U11) Work Order Number** \_\_\_\_\_

- |  |                     |
|--|---------------------|
| • Install 4" Saddle Tap on Main – Sewer main exposed by customer | _____ \$500.00      |
| • All Other Services/Billable Work                               | Estimate \$ _____ * |

**\* Estimated Cost (to be filled out by County Utility Dept.)**

Estimated cost includes labor, material, equipment, and overhead costs and must be paid at time service is requested. Charges for service installations shall be at rates established and published by the Utilities Department. Refer General Rule GR-14.01 "Rates and Fees" at the bottom of this page.

**Detailed cost estimate is provided for jobs estimated to be over \$1,000.00.**

The Estimated cost is \$ \_\_\_\_\_

Cost Estimate prepared by: \_\_\_\_\_ Acceptance by customer: \_\_\_\_\_

Revised 05/2025

Customer/Payer requests the Los Alamos County Utilities Department (“Utilities”) to perform the above-described Work at the Service Location. In consideration of the performance of the Work, The Customer/Payer represents to Utilities that it has the legal authority to contract for the performance of the Work and further that Customer/Payer will pay to Utilities the fixed or estimated cost of performing the work. In the event of emergency work, the actual cost of the Work will be determined by Utilities within thirty (30) business days following completion of the Work, and an invoice for the balance of Utilities’ unpaid costs of performing the Work will be sent by Utilities to the Customer/Payer indicated as Billing Name above. Payment in full of the outstanding balance will be due to Utilities thirty (30) days after the date of the invoice. A late payment fee of one and one-half percent (1.5%) per month shall be assessed to every past due customer/Payor account. An account is considered to be past due beginning thirty-one (31) days following the date of the invoice. Customer/Payor will be responsible for paying all charges associated with the performance of the Work, including late payment fees and all the expenses incurred in collecting any past due amount.

Customer/Payor Signature: \_\_\_\_\_ Service Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*General Rule GR-14.01      Rates and Fees General:*

*The user rates are set by ordinance and are in Chapter 40 of the County Code of Ordinances. The fees are adopted by the Board and are shown in the Fee Schedule.*

Additional Description of Work:

[illegible]