

GO-READY Checklist
Natural Gas & Electric Request

This form is required to schedule your service installation, retirement, or relocate request. If any of the requirements below are not met upon our arrival, Consumers Energy reserves the right to reschedule your project.



Complete the section below based on your type of service (Permanent Retirement or Install/Relocate/Partial Retirement) request.

Check all requirements on the applicable checklist before returning this document.

Return this completed checklist by email poboxceservicerequest@cmsenergy.com (preferred), Fax: 517-374-2424, or to your assigned project coordinator. *If none of these options are available, mail your completed checklist to: Consumers Energy, WM&CD Support Center, Lansing Service Center, Room 122, 530 W. Willow St., Lansing, MI 48906*

Customer Information			
Notification number:	Service Address:		
Has your payment been submitted to Consumers Energy?	Yes	No	N/A

Permanent Retirement						
Type of Retirement:	Electric	Gas	Both	Is the site ready for retirement?	Yes	No
Printed Name:						
Signature:					Date:	

Install, Relocate, and Partial Retirements									
							Yes	N/A	
Has your gas meter location been clearly marked and/or your electric meter socket properly installed at the agreed upon location?									
Has your electric meter been inspected and approved by the local city/township inspector?									
Is the site at rough grade (within 3" of final grade)?									
Is a 12-foot-wide path clear of debris and construction equipment?									
Are site ready photos included? Submit site ready photos with this checklist, see Customer Site Readiness Photo Instructions (attached) for photo submission requirements.									
Is the site ready for partial retirement?									
Are you ready for your temporary electric service to be removed when permanent service is turned on? If not ready, please wait to return this form. (Select N/A if you arranged a separate temporary service with your Project Coordinator or are Gas Only project.)									
Type of partial retirement			Electric	Gas	Both	N/A			
Private Underground Facility									
Reduce the risk of damage by making Consumers Energy aware of any privately owned underground facilities or buried obstructions by clearly identifying the facility location. Mark or expose the following facilities or obstructions including, but not limited to:									
		Yes	N/A			Yes	N/A	Yes	N/A
Septic tank (existing or future)				Underground yard lighting				Conduit	
Drain field (existing or future)				Sprinkler systems					
Well (existing or future)				Electronic dog fence					
Additional Comments:									
These facilities must be marked with stakes, spray paint, or flags. Consumers Energy and/or its agents will not be held responsible for damage that occurs to privately owned underground facilities that are not properly marked before service installation. After services are installed, excavation will be backfilled. Final restoration to private/customer-owned property is your responsibility.									
Printed Name:									
Signature:					Date:				