



2024 LARGE COMMERCIAL LOAD SHEET

FOR OFFICE USE:	CLERK: _____
WORK ORDER: _____	S/O: _____
STAKER: _____	MR: _____ PVID: _____

PROJECT NAME

PROJECT NAME: _____

CONTACT INFORMATION

CONTACT PERSON FOR THIS PROJECT: _____

EMAIL ADDRESS: _____ PHONE: _____

PROPERTY OWNER(S):

Name(s): _____

Mailing Address: _____ City: _____ Zip _____

Email Address: _____ Phone: _____

BILLING INFORMATION:

Mailing Address: _____ City: _____ Zip _____

Email Address: _____

Cell: _____ Business: _____

DEVELOPER INFORMATION:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ELECTRICAL CONSULTANT:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ELECTRICIAN:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ENGINEERING DEPOSIT

Engineering Deposit - \$1,500.00 non-refundable engineering deposit is required with load sheet. This will be applied toward the site visit, design, contracts and the cost of the project. *THE ENGINEERING DEPOSIT IS GOOD FOR ONE YEAR FROM THE DATE OF THE RECEIPT.*

ONLINE payment: Email address for payment instructions: _____

Please submit load sheets to: Loadsheets@mpei.com

OR

MAIL TO: MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446

SITE VISIT

Once engineering deposit is paid, we can schedule a site visit providing the below requirements are met:

- Visible property lines *(not applicable if applying for temporary service only)*
- Address clearly posted.
- If metering on a building, you must indicate where the meter will be located on the structure.

(If site visit is scheduled and requirements were not met you will incur additional fees)

SITE VISIT CONTACT: _____ PHONE: _____

EMAIL ADDRESS: _____

ELECTRIC LOAD INFORMATION

One Line and/or Specs may be requested depending on the job.

Secondary Voltage:

120/240-1 Phase 3 Wire

120/208-3 Phase 4 Wire wye

120/208-1 Phase 3 Wire

277/480-3 Phase 4 Wire wye

Size of Entrance Conduits(s): _____

Quantity: _____

Size of Entrance Conductor(s) (AL or CU): _____

Quantity: _____ per phase

Service Rate: _____ Amps – main disconnect(s)/total breaker(s) size: _____

Total connected load/Est. maximum NEC Demand: _____ (kW)

Distance from transformer to meter: _____ ft.

If metering on the building, the meter shall be on a gabled end.

PROJECT LOCATION

Within Town Limits? YES NO Town of _____

Within a Subdivision? YES NO Subdivision Name _____

FILING _____ BLOCK _____ LOT _____

Street Address _____

Quarter _____, Section _____, Township _____, Range _____ W, County _____

(Attach copy of Property Deed with Legal description)

ELECTRIC LOAD INFORMATION (cont'd)

Please check YES or NO for each item – if yes, please provide load information

ELECTRIC LOAD SUMMARY (Quantity/Total kW or hp):

Secondary is provided by and owned by the customer between the transformer and the meter.

Number of Electric Chargers: _____ Phase: _____ Amps: _____ Volts: _____ Level Charger: _____

YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Lighting Load: _____kW	<input type="checkbox"/>	<input type="checkbox"/>	1 PH Misc. Motors: _____/_____kW/hp
<input type="checkbox"/>	<input type="checkbox"/>	Receptacles: _____kW	<input type="checkbox"/>	<input type="checkbox"/>	3 PH Misc. Motors: _____/_____kW/hp
<input type="checkbox"/>	<input type="checkbox"/>	Cooking: _____kW	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Water Heater(s): _____kW	<input type="checkbox"/>	<input type="checkbox"/>	Largest Motor:
		On Demand: _____kW	<input type="checkbox"/>	<input type="checkbox"/>	Variable Speed Drive – starting current same
<input type="checkbox"/>	<input type="checkbox"/>	Duct Air Heater(s): _____kW			Same as full load
<input type="checkbox"/>	<input type="checkbox"/>	Unit Air Heater(s): _____kW	<input type="checkbox"/>	<input type="checkbox"/>	Standby Power
<input type="checkbox"/>	<input type="checkbox"/>	Aux Strip Heaters: _____kW			_____/_____kW/hp
<input type="checkbox"/>	<input type="checkbox"/>	Air Conditioner (1 PH/3PH): _____kW			_____/_____kW/hp
<input type="checkbox"/>	<input type="checkbox"/>	Heat Pump (1 PH/3PH): _____Kw			_____/_____kW/hp
					_____/_____kW/hp

LARGEST MOTOR NAMEPLATE INFORMATION (for motor starting voltage flicker design)

Horsepower rating: _____

Full Load Amperes: _____

Code letter or locked rotor amperes: _____

Unknown: _____

IMPORTANT: Customers with nonlinear loads, e.g., variable speed drives that create harmonics problems are financially responsible for corrective measures as detailed in the MPEI Tariff Rules and Regulations. It is your responsibility to notify MPEI of load changes. If not notified and equipment is damaged, you will be responsible for all costs.

PROPERTY OWNER SIGNATURE FOR PERMANENT SERVICE

MPEI requires a CAD file. The requirements are listed in the Electric Service Construction Standards. Please include a written description of the project with the CAD file.

I certify that the above information is correct. I agree that all electrical construction on the above project will meet MPEI requirement as specified in our Electric Service Construction Standards.

Owner's Name (Please Print): _____

Owner's Signature: _____ Date: _____



Owner's Responsibility Acknowledgement Form

Thank you for the completion of your load sheet for service at MPEI. Please be aware of the requirements below to keep your job on track. A site visit will be scheduled and an engineering estimate for your application will be provided to you. This is an **estimate** for the services rendered and will be reconciled with actual costs once the job is complete. Your total cost may increase or decrease depending on the actual cost of the job. To help with the process, the following list are items that are required prior to MPEI installing facilities.

Please **INITIAL EACH OF THE FOLLOWING**, to acknowledge your understanding and responsibilities to keep your job on track:

- _____ Full payment of the estimated construction costs according to the contract.
- _____ If you are metering on building, you must have the building staked or a foundation constructed with the meter's location clearly marked before MPEI will design your project. Any changes must be communicated prior to payment to incorporate the requested changes into the estimate. MPEI requires a state inspection prior to MPEI scheduling facility installation.
- _____ If easements are required from adjacent property owners MPEI will prepare any easement documents and inform the applicant of required landowner easements, you are responsible to obtain signatures from property owners for all required easements using MPEI documents. All easements must be obtained prior to contract execution.
- _____ If you are constructing roads where facilities are located, you must have your road to grade within 6 inches prior to any facilities being installed.
- _____ If you would like a copy of our Electric Service Construction Standards, the standards can be requested by emailing loadsheets@mpei.com or by calling (970) 887-3378 ext. 721.

Dates to keep in mind:

- For a service to be completed in the current construction season, your load sheet for service shall be received no later than **August 15**.
- All underground contracts paid before **October 1** should be expected to be completed that construction season. Any contracts paid after October 1st may be subject to additional charges or delays. If the member wishes to continue with the contract after October 1, there is no guarantee the weather will allow for construction of the underground infrastructure within the current building season. There are certain weather mitigation provisions that can be discussed to possibly continue the project at additional expense to the member.

If you have any other questions, please do not hesitate to reach out.

Owner must sign and date this letter indicating you have read and agree to the terms stated above.

Name (printed)

Name (Signature)

Thank you,

Engineering

Date