



2024 LOAD SHEET MULTI-UNIT

Office Use:
 NAME: _____
 WORK ORDER: _____ S/O: _____
 SITE VISIT: _____ MR _____
 PVID: _____ TAX: _____ AREA: _____ Dist: _____

SITE LOCATION

Address (including County Road): _____ Town: _____
 Zip Code: _____ Number Units: _____ (Unit addresses on Page 6 must be completed)

TYPE OF SERVICE

Residential Commercial Mixed Use

- Permanent Service:** Must meet requirements below.
- STATE INSPECTIONS for MPEI permanent service (meter on house must be received by October 1st. (This could vary depending on project.)
 - PAYMENT/PAPERWORK must be received by Oct. 15th to allow time for construction.
 - Load sheets must be submitted no later than Aug.15th.

Temporary Power Needed? Yes No
 (Requires Invoicing)

If yes, what unit(s) will have temporary power: _____
Please note: temporary meter(s) will go temp to perm to that unit(s)

ENGINEERING DEPOSIT

Engineering Deposit: A NON-REFUNDABLE \$1,500.00 + \$50.00 per unit engineering deposit is required for permanent service and is good for one year. You will be notified if an account deposit will be required.

Temporary Invoicing: Once site visit is complete an invoice for temporary service will be sent.

ONLINE PAYMENT for load sheets submitted by email: Once received, a work order will be established, MPE will send payment instructions to: _____
EMAIL LOAD SHEETS TO: LOADSHEETS@MPEI.COM

CHECK & LOAD SHEET can be mailed to MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446 or drop off at the Granby office located at 321 E. Agate Ave. or Walden office located at 600 3rd St.

SITE VISIT

Once engineering deposit is paid, MPE 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: _____

PROPERTY OWNER(S) INFORMATION

CURRENT OR PRIOR MEMBER OR NEW MEMBER

Complete Section 1 – Property Owner(s)

OR

Complete Section 2 – Business, LLC, or LLP (EIN Required)

SECTION 1: INDIVIDUAL(S)

Name(s): _____

Mailing Address: _____ City: _____ Zip Code: _____

Email Address: _____

Cell: _____ Home: _____ Business: _____

SECTION 2: BUSINESS/LLC/LLLP

Business/LLC: _____ Owner Name: _____

Mailing Address: _____ City: _____ Zip Code: _____

Email Address: _____

Cell: _____ Home: _____ Business: _____

ELECTRICIAN

Business Name: _____ Contact: _____

Phone: _____ Email: _____

CONTRACTOR

Business Name: _____ Contact: _____

Phone: _____ Email: _____

SERVICE REQUESTED

Service Rating: _____ Amps – Main Disconnect/Breaker Rating

Please check appropriate box:

120/240 Single Phase 3 Wire 120/208 Single Phase 3 Wire

120/208 Three Phase 4 Wire Wye 277/480 Three Phase 4 Wire Wye

Type of Building: _____ Sq. Footage: _____

Does this include a garage? Yes No

Size of Entrance Conduit(s): _____ Quantity: _____

Size of Entrance Conductor(s): _____ Quantity per Phase: _____

METER LOCATION

Please Note: Meter(s) must be located on owner’s property and approved by MPEI.

Distance from Transformer to Meter: _____ ft.

Please check appropriate box:

Gang Meter on Building Gang Meter on Stand

Meter on Building Meter Pedestal

State Inspection(s) are called in by the customer or electrician. Inspections are required prior to MPEI setting a temporary or permanent meter. MPEI can only accept meter releases from DORA (Department of Regulatory Agencies).

Website: www.dora.colorado.gov

ELECTRIC LOAD INFORMATION

REQUIRED: Check YES or NO for each item – if yes, please provide load information when required.

ELECTRIC CARS: (check each box)

Yes No

Number of Electric Cars/Boats: _____ Phase: _____ Amps: _____ Level Charger: _____

HEAT: (check each box)

Yes No

Electric _____ kW Type _____)

Electric Boiler

Heat Pump _____ hp

Electric Furnace

Natural Gas

Backup Resistance Heat _____ kW

Baseboard

Propane Gas

Heat Tape _____ kW

OTHER: (check each box)

Yes No

Electric Water Heater _____ kW

On Demand

Gas Water Heater

Hot Tub _____ kW

Sauna _____ kW

Lighting Load _____ kW

Air Conditioning _____ kW

Other _____

OTHER MAJOR LOADS:

Yes No

Type of Load: _____ Quantity of Each _____ @ _____ kW or hp Each

Type of Load: _____ Quantity of Each _____ @ _____ kW or hp Each

LARGEST MOTOR STARTING/LOCKED ROTOR CURRENT (if over 3 horsepower):

Yes No

Continuous (1 hour +) _____ Amps or unknown, total HP _____ locked rotor code _____

VFD/Soft Start (interlocked to prevent simultaneous operation of selected motors/loads)

OTHER MOTORS

Yes No

Continuous (1 hour +) _____ Amps or unknown, total HP _____ Quantity _____

VFD/Soft Start (interlocked to prevent simultaneous operation of selected motors/loads)

IMPORTANT: It is your responsibility to notify MPEI of load changes. If not notified and equipment is damaged, you will be responsible for all costs.

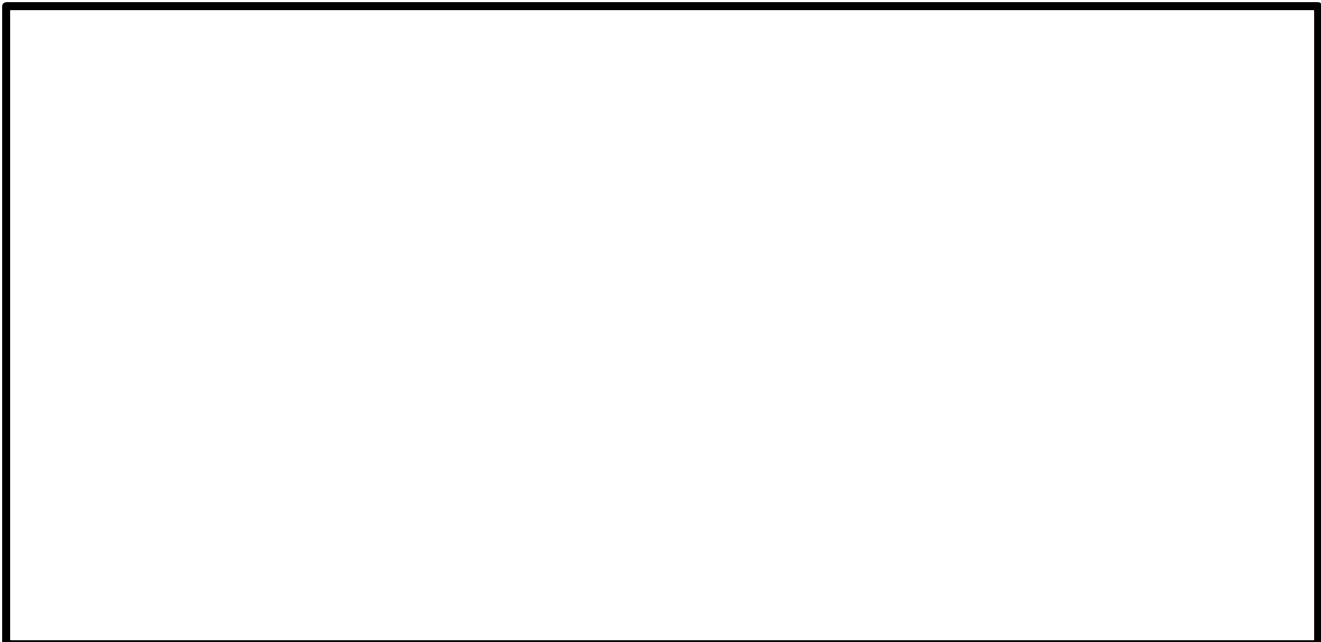
PROPERTY DESCRIPTION

Provide a written description of the project: include any special power requirements, additional utilities, etc.

SITE SKETCH

Please provide:

- A sketch for the structures(s) and include gables on the building, roads, driveways, sidewalks and proposed meter location(s) (and/or attach a sketch).
- Attach a copy of property survey and vicinity map, if available.



I certify that the above information is correct. I agree that electrical construction on the above project will meet MPEI requirements as specified in the Electric Service Construction Standards. Please call us at (970)887-3378 ext. 721 or email at electricconstructionstandards@mpei.com to obtain a copy.

PROPERTY OWNER SIGNATURE FOR PERMANENT SERVICE

Please note: Incomplete load sheets will be returned to owner.

Property Owner Name (Printed): _____

Property Owner Signature Required): _____ Date: _____

LABELING OF MULTIPLE UNITS

TYPE OF SERVICE for each UNIT				Service Order	Address	Unit
Residential		Commercial				
Residential		Commercial				
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Residential		Commercial				

Unit #'s and brass tags must match in order to plug in meter



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