



2025 LARGE COMMERCIAL LOAD SHEET

Office Use Only:

Name: _____

Work Order: _____ S/O: _____

Site Visit: _____ MR: _____

PVID: _____ Tax: _____ Dist: _____ Clerk: _____

COMPLETE LOAD SHEET IF:

- **Visible Property Pins:** Must be in the ground (stakes are not acceptable) for new builds and meter relocations.
- **Address:** must be clearly visible.
- **Metering on Structure:** Meter location must be marked on the foundation. If submitting for temporary service, this can be deferred until the foundation is in place. If not building in the 2025 building season, please complete the 2025 Temporary Service load sheet.

If site visit is scheduled and requirements were not met, you will incur additional charges

PROJECT INFORMATION

Project Name: _____

Within Town Limits: Yes No Town of: _____

Within a Subdivision Yes No Subdivision Name: _____

Service Address (include County Rd): _____

Town: _____ Zip Code: _____

Legal Address: _____

Is there a Gate Code? If so, please provide this information: _____

ENGINEERING DEPOSIT

Engineering Deposit: A \$1,500.00 engineering deposit. This deposit is valid for one year and is refundable, minus any incurred costs, through the reconciliation process.

ONLINE PAYMENT for load sheets submitted by email: Once received, a work order will be established, MPEI will email payment instructions to: _____

EMAIL LOAD SHEETS: 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

Site Visit Contact: _____

Email Address: _____ Phone: _____

CONTRACT 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 Phone: _____ Business: _____

DEVELOPER INFORMATION:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ELECTRICAL CONSULTANT:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ELECTRICIAN:

Name: _____ Representative: _____

Email Address: _____ Phone: _____

ELECTRIC LOAD INFORMATION

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.

ELECTRIC LOAD INFORMATION (cont'd)

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

A CAD drawing that meets MPEI's "Required Features and Layers for CAD File" may be required – please refer to the Electric Service Construction Standards (ESCS) on our homepage under "New Construction" at www.mpei.com.

Secondary Voltage:

- | | |
|---|---|
| <input type="checkbox"/> 120/240 – 1 Phase 3 Wire | <input type="checkbox"/> 120/208 – 1 Phase 3 Wire |
| <input type="checkbox"/> 120/208 – 3 Phase 4 Wire wye | <input type="checkbox"/> 277/480 – 3 Phase 4 Wire wye |

Size of Entrance Conduit: _____ Quantity: _____

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

Service Rating: _____ Amps Main disconnect/total breaker 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.)

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: _____

YES NO

- | | | |
|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting Load: _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Receptacles: _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Cooking: _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Heater(s): _____ kW |
| | | On Demand: _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Duct Air Heater(s): _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Unit Air Heater(s): _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Aux Strip Heater(s): _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Conditioner (1 PH/3 PH): _____ kW |
| <input type="checkbox"/> | <input type="checkbox"/> | Heat Pump (1 PH/3 PH): _____ kW |

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1 PH Misc. Motors: _____/_____ kW/hp |
| <input type="checkbox"/> | <input type="checkbox"/> | 3 PH Misc. Motors: _____/_____ kW/hp |
| <input type="checkbox"/> | <input type="checkbox"/> | Largest Motor: |
| <input type="checkbox"/> | <input type="checkbox"/> | Variable Speed Drive – starting current |
| <input type="checkbox"/> | <input type="checkbox"/> | Same as full load |
| <input type="checkbox"/> | <input type="checkbox"/> | Standby Power: |
| | | _____/_____ 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: _____

PROPERTY OWNER SIGNATURE

I certify that the above information is correct. I agree that all electrical construction on the above project will meet MPEI requirements as specified in our ESCS.

Owner Name (Please Print): _____

Owner 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 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 six inches prior to any facilities being installed.
- _____ If you would like a copy of our Electric Service Construction Standards, please visit our website at: www.mpei.com and click on "New Construction" on the home page.

DATES TO KEEP IN MIND:

*Fall excavations are weather permitting: To allow sufficient time for construction, all outstanding contracts, invoices, and required paperwork must be received by **October 15, 2025**. Failure to meet this deadline may result in additional costs or a delay until spring **2026**.*

*For projects involving road cuts, all payments and paperwork must be received by **September 15, 2025**, to ensure timely construction. Otherwise, the project may be postponed until spring **2026**.*

If you have any questions, feel free to call us at (970)887-3378 ext. 721.

The owner must sign and date this form to confirm that you have read and agreed to the terms stated above.

Owner Name (printed)

Owner Name (Signature)

Date

Thank you.