



2025 TEMPORARY SERVICE LOAD SHEET

Office Use:	
Name:	_____
WORK ORDER _____	S/O _____
SITE VISIT _____	MR _____
PVID _____	TAX _____ DIS: _____ Clerk _____

COMPLETE LOAD SHEET IF:

- **Visible Property Pins:** Must be in the ground (stakes are not acceptable) for new builds and meter relocations.
- **Address Posting:** must be clearly visible.
If site visit is scheduled and requirements were not met, you will incur additional charges.

SITE LOCATION

REQUIRED: Service Address (include County Rd): _____

Town: _____ Zip Code: _____

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

TYPE OF SERVICE

- New Residential New Small Commercial Upgrade and/or Meter Relocation

THIS IS FOR TEMPORARY SERVICE ONLY and is good for two years. Once you are ready for permanent service you will need to complete a permanent service load sheet that aligns with your job. Please refer to our website.

For temporary construction meters (meters that will not be permanent), please contact Engineering at (970) 887-3378 ext. 721 to request meter retirement. Until this is completed, the system access charge will continue to apply. An invoice will be issued for the meter retirement process.

SERVICE REQUESTED

Service Rating: _____ Amps – Main Disconnect/Breaker Rating

**For a copy of our Temporary Construction Standards, please refer to the Electric Service Construction Standards (ESCS) available on our homepage under "New Construction".*

Warning: If you require large electrical loads for temporary or construction purposes (e.g., electrical heaters), please notify MPEI in advance to ensure proper transformer sizing.

TEMPORARY SERVICE INVOICING

Temporary Invoicing: After the site visit is completed, an invoice for temporary service will be emailed to the owner and contractor.

SITE VISIT CONTACT

SITE VISIT CONTACT: _____ PHONE: _____

EMAIL ADDRESS: _____

PROPERTY OWNER(S) INFORMATION

CURRENT OR PRIOR MEMBER

OR

NEW MEMBER

COMPLETE SECTION 1 OR 2 (NOT BOTH)

Complete Section 1 – Individual/Joint Property Owner(s)

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

SECTION 1: INDIVIDUAL OR JOINT MEMBERSHIP

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: _____

PROPERTY OWNER SIGNATURE

Owner Name (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.