



# 2026 MULTI-UNIT LOAD SHEET

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

**REQUIREMENTS FOR SUBMITTING A LOAD SHEET**  
*(Incomplete load sheets will not be processed and will be returned.)*

- Provide elevation drawings for all services.
- Provide One-Line diagrams for **LARGE SERVICES**.
- Property pins must be visible for new builds and meter relocations (no stakes).
- Clearly post the service address.
- If Meter on a house/building mark location on the foundation or wall.
- If temporary service is needed, submit a Temporary Service Load Sheet by visiting: [www.mpei.com](http://www.mpei.com) and select **New Construction** from the homepage, then select **Load Sheets**.

**SITE LOCATION**

Service Address *(include County Rd.)*: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**TYPE OF SERVICE**

- New Residential
  Commercial
  Mix Use

**ENGINEERING DEPOSIT & PAYMENT INSTRUCTIONS**

**ENGINEER DEPOSIT:** You are applying for permanent service, and a \$1,500.00 + \$50.00 per unit engineering deposit is required and is good for one year. The engineering deposit is refundable less cost incurred and subject to the reconciliation process.

**EMAIL Load Sheet to:** [LOADSHEETS@MPEI.COM](mailto:LOADSHEETS@MPEI.COM). Upon receipt, a work order will be created. MPEI will email payment instructions to: \_\_\_\_\_

**MAIL Load Sheet and Check to:** MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446 or drop off at the Granby office located at 321 W. Agate Ave. or Walden office located at 600 3<sup>rd</sup> St.

**CONTRACT/INVOICE** will be emailed to the property owner/voting member and the contractor. To include an administrator and/or your accounting department, please provide one email address per recipient:

Administrative Contact: \_\_\_\_\_

Account Department Contact: \_\_\_\_\_

**SITE VISIT CONTACT**

SITE VISIT CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

CURRENT OR PREVIOUS MEMBER                      **OR**                       NEW MEMBER

**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/LLP MEMBERSHIP**

Business/LLC: \_\_\_\_\_ EIN: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please designate a **Voting Member** who is authorized to make account changes and is responsible for billing:

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Business: \_\_\_\_\_

**ELECTRICIAN**

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR / DEVELOPER**

Business Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**SERVICE REQUESTED**

**Warning: If large electrical loads are required for temporary or construction use (e.g., electrical heaters), please notify MPEI in advance to ensure proper transformer sizing and service capacity.**

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: \_\_\_\_\_

**REQUESTED AMPERAGE & METER LOCATION**

**ELECTRIC SERVICE CONSTRUCTION STANDARDS (ESCS)**: I acknowledge and agree that all electrical construction for this project will comply with MPEI requirements as outlined in the ESCS. To obtain a copy, please visit [www.mpei.com](http://www.mpei.com) and click on the **New Construction** button on top right of the homepage.

Distance from Transformer to Meter: \_\_\_\_\_ ft.

**Requested Service Size:**

Per Unit: \_\_\_\_\_ Amps OR Per Building: \_\_\_\_\_ Amp (Main Disconnect Size/Breaker Rating)

**Meter Location:** *Meter(s) on must be located on owner's property and approved by MPEI.*

Gang Meter on Building

Gang Meter on Stand

Meter on Building

Meter Pedestal (100A or 200A only)

**STATE INSPECTION(S)** is requested by the customer or electrician to a state agency. 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](http://www.dora.colorado.gov)

## ELECTRIC LOAD INFORMATION

**REQUIRED:** Each box must be checked YES or NO. If you select YES, please provide the kW when asked.

Accurate load information is essential for MPEI to properly size equipment. *It is your responsibility to notify MPEI of any load changes. Failure to do so may result in equipment damage, and the owner will be responsible for all associated costs.*

**ELECTRIC EV CHARGERS:** (check each box)

Yes No

Number of Electric Cars/Boats: \_\_\_\_\_ Phase: \_\_\_\_\_ Amps: \_\_\_\_\_ Level Charger: 1 2 3

**HEAT:** (check each box)

Yes No

Electric \_\_\_\_\_kW Type \_\_\_\_\_)

Electric Boiler

Heat Pump \_\_\_\_\_hp

Electric Furnace

Backup Resistance Heat \_\_\_\_\_kW

Baseboard

Heat Tape \_\_\_\_\_kW

**OTHER:** (check each box)

Yes No

Electric Water Heater \_\_\_\_\_kW

On Demand \_\_\_\_\_kw

Hot Tub \_\_\_\_\_kW

Sauna \_\_\_\_\_kW

Lighting Load \_\_\_\_\_kW

Air Conditioning \_\_\_\_\_kW

Other: (e.g., tools) \_\_\_\_\_kW

**OTHER MAJOR LOADS:** (check each box)

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:** (check each box)

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:** (check each box)

Yes No

Continuous (1 hour +) \_\_\_\_\_Amps or unknown, total HP \_\_\_\_\_ Quantity \_\_\_\_\_

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

**SITE SKETCH AND PROPERTY DESCRIPTION**

**REQUIRED:**

- Elevation drawings on all services: include gables on the building, roads, driveways, sidewalks, and proposed meter locations.
- LARGE COMMERCIAL: Please provide one-lines.

Provide any additional description of the project; include any special power requirements, additional utilities, and the proposed location, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

**PROPERTY OWNER SIGNATURE**

I certify that the above information is correct. I agree that electrical construction on this project will meet MPEI requirements as specified in the Electric Service Construction Standards (ESCS). To receive the ESCS, please visit: [www.mpei.com](http://www.mpei.com) and click on the NEW CONSTRUCTION button on top of the homepage.

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

***Property Owner Name/Voting Member (Printed):***

\_\_\_\_\_

***Property Owner or Voting Member Signature (Required):***

\_\_\_\_\_ Date: \_\_\_\_\_

