



2026 PERMANENT SERVICE 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** 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 New Small Commercial New Large Commercial
- Upgrade: from: _____ Amps to: _____ Amps Meter Relocation
- ESTIMATE ONLY** – a fully completed load sheet is required for an accurate estimate and estimate is good for 60 days.

ENGINEERING DEPOSIT & PAYMENT INSTRUCTIONS

ENGINEERING DEPOSIT: Standard \$600 deposit is required for all services. Projects requiring a primary line extension of 500 ft or more require a \$1,000 deposit plus \$1.00 per ft over 500 ft. **Large commercial** projects require a \$1,500 deposit. Deposits are valid for one year and refundable, less incurred costs, upon reconciliation.

EMAIL Load Sheet to: 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 3rd 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: _____

MEMBERSHIP INFORMATION (Complete only ONE Section)

CURRENT OR PREVIOUS MEMBER OR NEW MEMBER

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:

- | | |
|---|---|
| <input type="checkbox"/> 120/240 Single Phase 3 Wire | <input type="checkbox"/> 120/208 Single Phase 3 Wire |
| <input type="checkbox"/> 120/208 Three Phase 4 Wire Wye | <input type="checkbox"/> 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 and click on the **New Construction** button on top right of the homepage.

Distance from Transformer to Meter: _____ ft.

Requested Service Size:

- | | | |
|---|---------------------------------|---------------------------------|
| <input type="checkbox"/> 100Amp | <input type="checkbox"/> 200Amp | <input type="checkbox"/> 320Amp |
| <input type="checkbox"/> 400 or > Main Disconnect/Breaker Rating _____ Amps | | |

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

- | | |
|---|---|
| <input type="checkbox"/> Meter on Pole (100A or 200Amp) | <input type="checkbox"/> Meter Pedestal (100A to 200A only) |
| <input type="checkbox"/> Meter on Post Mount | <input type="checkbox"/> Meter on House or Building |

State Inspections must be requested by the customer or their electrician through the appropriate state agency. A passed inspection is required before MPEI can set a temporary or permanent meter. MPEI can only accept meter releases issued by DORA (Department of Regulatory Agencies) or by Summit County for residents within Summit County.

Website: www.dora.colorado.gov

ELECTRIC LOAD INFORMATION

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

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

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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)

ADD'L INFORMATION FOR LARGE COMMERCIAL ONLY

Yes No

Receptacles _____ kW

Kitchen Equipment _____ kW

Standby Power _____ / _____ kW / hp _____ / _____ kw / hp

SITE SKETCH

REQUIRED:

- ELEVATION DRAWING ON ALL SERVICES.
- LARGE COMMERCIAL: Please provide one-lines.

Provide any additional project details, including special power requirements, additional utilities needed, and the proposed project location. _____

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 and click on the NEW CONSTRUCTION button on top of the homepage.

PROPERTY OWNER SIGNATURE

Please note: Form must be signed by owner or voting member or load sheet cannot be processed.

Property Owner Name/Voting Member (Printed):

Property Owner or Voting Member Signature (Required):

_____ Date: _____