



2025 PERMANENT 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.
- **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.

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

Temporary Power Needed?
(Requires Invoicing)

☐

Yes

☐

No

ENGINEERING DEPOSIT & PAYMENT INFORMATION

Engineering Deposit: You are applying for permanent service, which requires a \$600.00 engineering deposit. This deposit is valid for one year and is refundable, minus any incurred costs, through the reconciliation process.

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

☐

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.

CONTRACT/INVOICE will be emailed to the property owner/voting member and the contractor. If you would like an administrator and/or your accounting department to receive this email, please provide one email address for each recipient:

Administrative Contact: _____

Account Department Contact: _____

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: _____

SERVICE REQUESTED

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.

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.

ELECTRIC SERVICE CONSTRUCTION STANDARDS (ESCS): I agree that electrical construction on this project will meet MPEI requirements as specified in the ESCS To obtain a copy, please visit: www.mpei.com and click on the NEW CONSTRUCTION button on top of the homepage.

Distance from Transformer to Meter: _____ ft.

Please check appropriate box:

☐

200amp Meter on Pole (if approved by MPEI)

☐

200amp Meter Pedestal *(For DOUBLE METER pedestals - once MPEI receives the meter release the electrician must contact Operations at (970)887-3378 ext. 722 to schedule a time to verify meters.)*

☐

200amp Meter on House

☐

320amp Post Mount Stand

☐

320amp Meter on House

☐

400amp or above

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

Proper load information is essential for MPEI to accurately size equipment. It is **YOUR RESPONSIBILITY** to notify MPEI of load changes. If MPEI is not notified of changes and equipment is damaged, you will be responsible for all 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

☐ ☐ 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: (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

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

***INCLUDE EXTERIOR PLAN SHOWING METER 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 FOR PERMANENT SERVICE

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

Property Owner Name (Printed): _____

Property Owner Signature Required): _____ 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.