



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 requesting temporary service but the service will not go permanent in 2026 building season, please submit a *Temporary Load Sheet* instead.

### 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; estimate is good for 60 days.

Temporary Power Needed?

☐ Yes

☐ No

### ENGINEERING DEPOSIT & PAYMENT INSTRUCTIONS

**ENGINEER DEPOSIT:** A deposit of **\$600.00** applies to all services **except Large Commercial**, which requires a **\$1,500.00** deposit. This deposit is valid for one year and is refundable, less any incurred costs, through 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: \_\_\_\_\_

## 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:

☐ 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:**

☐ 100Amp

☐ 200Amp

☐ 320Amp

☐ 400 or > Main Disconnect/Breaker Rating \_\_\_\_\_ Amps

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

☐ Meter on Pole (100A or 200Amp)

☐ Meter Pedestal (100A to 200A only)

☐ Meter on Post Mount

☐ 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](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.

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)

## ADD'L INFORMATION FOR LARGE COMMERCIAL ONLY

Yes No

☐ ☐ Receptacles \_\_\_\_\_ kW

☐ ☐ Kitchen Equipment \_\_\_\_\_ kW

☐ ☐ Standby Power \_\_\_\_\_ / \_\_\_\_\_ kW / hp \_\_\_\_\_ / \_\_\_\_\_ kw / hp

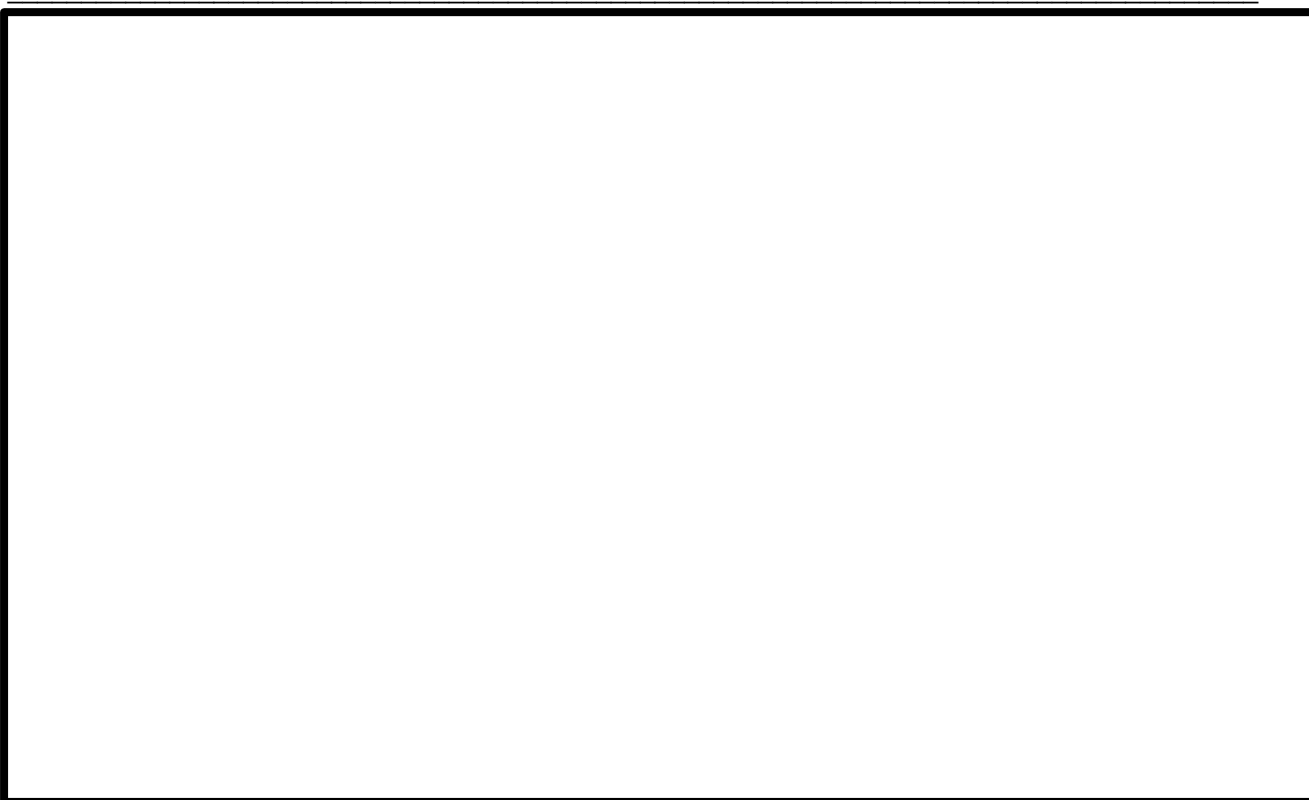
## SITE SKETCH

### 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](http://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: \_\_\_\_\_



## 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](http://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, 2026**. Failure to meet this deadline may result in additional costs or a delay until spring **2027**.*

*For projects involving road cuts, in alignment with town and county requirements all payments and paperwork must be received by **September 15, 2026**, to ensure timely construction. Otherwise, the project may be postponed until spring **2027**.*

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.