



2026  
**TEMPORARY SERVICE**  
**LOAD SHEET**

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

**REQUIREMENTS TO SUBMIT LOAD SHEET**

- **Visible Property Pins:** Must be in the ground (no stakes).
- **Address Posting:** Must be clearly visible.

*If site visit is scheduled and requirements were not met, you may incur additional charges.*

**SITE LOCATION**

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

Large Commercial

TEMP WILL SERVE:  Temp converting to Perm- if applicable Unit \_\_\_\_\_  Construction Temp

**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.

**Construction Temps – Meter that will not go permanent:** Please contact Engineering at (970) 887-3378 ext. 721 to request meter retirement. Monthly system access charges will continue until retirement is completed. A meter retirement invoice will be issued.

**STATE INSPECTION(S)** is requested by the customer or electrician to a state agency. Inspections are required prior to MPEI setting a temporary meter. MPEI can only accept meter releases from DORA (Department of Regulatory Agencies). Website: [www.dora.colorado.gov](http://www.dora.colorado.gov)

**SERVICE REQUESTED**

Service Rating: \_\_\_\_\_ Amps – Main Disconnect/Breaker Rating

Additional Large Load (e.g., Heaters) \_\_\_\_\_ / \_\_\_\_\_ kW

WARNING: 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.*

**SITE VISIT CONTACT**

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

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

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

## 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/LLLP**

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: \_\_\_\_\_

## PROPERTY OWNER SIGNATURE

Owner Name (Print): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMAIL, MAIL, OR DROP OFF LOAD SHEET

- Email load sheet to: [loadsheets@mpei.com](mailto:loadsheets@mpei.com) (when work order is set up, we will call for a site visit).
- Mail to: MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446.
- Drop Off: Granby office located at 321 W. Agate Ave. or Walden office located at 600 3<sup>RD</sup> St.



## 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 you're 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,** 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.

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Owner Name (printed)

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Owner Name (Signature)

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Date

Thank you.