



## ELECTRIC SERVICE WORKSHEET - RESIDENTIAL

- New Service     
  Upgrade Existing Service     
  Disconnect/Reconnect

**A completed form must be submitted with any permit application that includes electrical work.**

Please complete the following items on the checklist:

CW# \_\_\_\_\_

- Complete all sections of this form.
- Email [PowerDevelopment@cityofloveland.org](mailto:PowerDevelopment@cityofloveland.org) or call (970) 962-3535 to schedule an appointment for a site visit and review of this form.
- Submit payment/deposit to Water and Power. **\*\*This payment is just for the Power Division construction costs, there are additional fees from the Building Division. If you are making a deposit, there may be additional charges for actual time and material.**
- Take completed form signed by Distribution Designer to Building Division to file for permit.
- Notify Dispatch 962-3581 at least 48 hours in advance to schedule Disconnect/Reconnect. Standard operating hours are 7:30am-3:30pm, work done outside of these hours may incur additional fees.**

Contact Information					Electrical Contractor Information						
Name of Person Submitting Request: _____					<input type="checkbox"/> Same as Contact Information						
Company Name: _____					Company Name: _____						
Phone # _____ Email _____					Contact Person: _____						
					Phone # _____ Email _____						
Monthly Utility Billing Information					Billing Information for Disconnect/Reconnect						
Customer Name: _____					Bill To: _____						
Mailing Address: _____					Mailing Address: _____						
Phone # _____ Email _____					Phone # _____ Email _____						
Location Information											
Service Address: _____ Unit# _____											
If this is part of a multi-occupancy building, give the building's entire address range: _____											
<input type="checkbox"/> New Construction <input type="checkbox"/> Existing Structure <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Demolition            Within City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No											
<input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Overhead to Underground											
<b>Type of work to be done (Required):</b> _____ _____											
Will temporary service be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No											
Service Information					Customer Fees (Completed by Distribution Designer)						
Existing Disconnect Size: _____ amps					Deposit \$ _____ <input type="checkbox"/> Bill for actuals						
New Disconnect Size: _____ amps					Flat Fee \$ _____						
Existing Conductor Size: _____					PIF \$ _____						
New Conductor Size: _____ Length: _____											
Crew Section	Date	Meter No.	Reading	Serial No.	Make	Type	Phase	Wire	Amps	Volts	Form (FM)
Removal											
Install											
Comments: _____											

**TO BE SIGNED AFTER REVIEW BY DESIGNER:** By signing and submitting this form, you acknowledge and agree to the City of Loveland Requirements for Electric Service (Available online and in person). These requirements apply to all new electric installations and additions to or modifications of existing electric installations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution Designer \_\_\_\_\_ Date \_\_\_\_\_