



ELECTRIC SERVICE WORKSHEET - **COMMERCIAL**

- 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:

- Complete all sections of this form.
- Attach copies of the electrical one line drawing and power plan.
- Email PowerDevelopment@cityofloveland.org or called (970) 962-3587 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.**
- Submit completed Electric Service Worksheet to Building Division for permitting.
- Notify Dispatch 962-3581 at least 48 hours in advance to schedule Disconnect/Reconnect**

Contact Information	Electrical Contractor Information		
Name of Person Submitting Request: _____ Company Name: _____ Phone # _____ Email _____	<input type="checkbox"/> Same as Contact Information Company Name: _____ Contact Person: _____ Phone # _____ Email _____		
Monthly Utility Billing Information	Billing Information for Disconnect/Reconnect		
Customer Name: _____ Mailing Address: _____ Phone # _____ Email _____	Bill To: _____ Mailing Address: _____ 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			
Type of work to be done (Required): _____ _____ Will temporary service be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
New Service Information	New Meter Information		
<input type="checkbox"/> N/A – Existing Service and Service Entrance will remain unchanged <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Overhead to Underground Voltage: _____ Service Terminates in: _____ Service Entrance Size: _____	<input type="checkbox"/> N/A – Existing Meters and Service will remain unchanged For multi-occupancy buildings, tenant meters will only be installed for spaces being finished under this permit. Core & Shell only projects will only receive a house meter on the C&S permit. Max. Potential # of Meters at Build Out: _____		
Conductors/phase: _____ Conductor Size: _____ Conduits: Number: _____ Size: _____	<h3 style="text-align: center; margin: 0;">Size and Number of New Meters Being Requested</h3> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <b style="text-align: center; margin: 0;">Commercial Meters _____ Ph _____ W _____ / _____ V Number of Meters Needed: _____ @ 200 Amps (or less) _____ @ 400 Amps _____ @ _____ Amps </td> <td style="width: 50%; border: none; vertical-align: top;"> <b style="text-align: center; margin: 0;">Residential Meters _____ Ph _____ W _____ / _____ V Number of Meters Needed: _____ @ 200 Amps (or less) _____ @ 400 Amps (Incl. CL320) _____ @ _____ Amps </td> </tr> </table>	<b style="text-align: center; margin: 0;">Commercial Meters _____ Ph _____ W _____ / _____ V Number of Meters Needed: _____ @ 200 Amps (or less) _____ @ 400 Amps _____ @ _____ Amps	<b style="text-align: center; margin: 0;">Residential Meters _____ Ph _____ W _____ / _____ V Number of Meters Needed: _____ @ 200 Amps (or less) _____ @ 400 Amps (Incl. CL320) _____ @ _____ Amps
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Customer Fees (Completed by Distribution Designer)			
Deposit \$ _____ <input type="checkbox"/> Bill for actuals Flat Fee \$ _____			

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 _____