



ELECTRIC SERVICE WORKSHEET – RESIDENTIAL

CW# _____

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

***For solar projects, go to lovgov.org/solar before completing this form**

☐ New Permanent Service ☐ Upgrade Existing Service ☐ Disconnect/Reconnect ☐ Temporary Power ☐ No Change ☐ ADU*

**Accessory Dwelling Units (ADUs) require a separate electric service & address*

Please complete the following items listed below

- Review [Requirements for Electric Service \(RFES\)](#), Section 3.
- Complete all sections of this form and email to PowerDevelopment@cityofloveland.org with applicable info (i.e. site plan, one-line diagram, etc.). An Electric Distribution Designer will advise on fees and next steps.
- Submit payment/deposit to Utilities, if applicable. **Only for Electric Division costs. Permitting fees are paid directly to the Building Division.*
- Submit the completed Electric Service Worksheet and other applicable project documents to Building Division for permitting.
- **Notify Dispatch at 970-962-3581 at least *two business days* in advance to schedule a disconnect/reconnect. Standard operating hours are **Monday through Friday, 7:30AM-3:30PM** (excluding City holidays). Work done outside of these hours may incur additional fees.**

Applicant Contact Information		Electrical Contractor Information									
Name of Person Submitting Request: _____		Same as: <input type="radio"/> Applicant <input type="radio"/> Other (fill below)									
Company Name: _____		Company Name: _____									
Mailing Address: _____		Contact Person: _____									
Phone #: _____ Email: _____		Phone #: _____ Email: _____									
Monthly Utility Billing Information		Billing Information for Disconnect/Reconnect									
Same as: <input type="radio"/> Applicant <input type="radio"/> Other (fill below)		Same as: <input type="radio"/> Applicant <input type="radio"/> Contractor <input type="radio"/> Billing Contact <input type="radio"/> Other (fill below)									
Customer Name: _____		Bill To: _____									
Mailing Address: _____		Mailing Address: _____									
Phone #: _____ Email: _____		Phone #: _____ Email: _____									
Location Information											
Project Address: _____ Unit # _____ Within City Limits? <input type="radio"/> Yes <input type="radio"/> No											
If this is part of a multi-occupancy building, give the building's entire address range: _____											
Existing Service Entrance Size (Amps): _____ Type: <input type="radio"/> Underground <input type="radio"/> Overhead Phase: <input type="radio"/> Single-phase <input type="radio"/> Three-phase Voltage: ____/____											
Description of work: _____											
Are any changes being made to the existing electric service entrance or meter(s)? <input type="radio"/> Yes <input type="radio"/> No *If YES, continue filling out sections below											
Will temporary service be needed? <input type="radio"/> Yes <input type="radio"/> No *If YES refer to RFES section 2.2 for temp power requirements, then fill out and submit a separate ESW											
New Service Information		New Disconnect Size (Amps): _____ Voltage: ____/____ <input type="radio"/> Underground <input type="radio"/> Overhead <input type="radio"/> Overhead to Underground									
<i>This section to be completed by Distribution Designer</i>		Existing Conductor Size: _____ New Conductor Size: _____ Length: _____									
Customer Fees:		Deposit \$ _____ Flat Fee \$ _____ PIF \$ _____ Bill for actuals									
Crew Section (Internal use only)											
	Date	Meter No.	Reading	Serial No.	Make	Type	Phase	Wire	Amps	Volts	Form (FM)
Removal											
Install											
Comments: _____											

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.

Applicant Signature: _____ Date: _____

Power Representative: _____ Date: _____

(TO BE SIGNED AFTER REVIEW BY THE ELECTRIC DIVISION AND/OR AFTER THE DEPOSIT HAS BEEN PAID)