



# ELECTRIC SERVICE WORKSHEET – COMMERCIAL

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

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

**\*For solar projects, go to [lovgov.org/solar](http://lovgov.org/solar) before completing this form**

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

**Please complete the following items listed below:**

- Review [Requirements for Electric Service \(RFES\)](#), Section 4.
- Complete this form and email to [PowerDevelopment@cityofloveland.org](mailto:PowerDevelopment@cityofloveland.org) with copies of site plan, one-line diagram, panel schedules, etc.
- Submit payment/deposit to Utilities, if applicable. *\*This payment is just for the Electric Division costs. Permitting fees are paid directly to the Building Division.*
- Submit 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 <b>*If YES, continue filling out sections below</b>											
Will temporary service be needed? <input type="radio"/> Yes <input type="radio"/> No <b>*If YES refer to RFES section 2.3 for temp power requirements, then fill out and submit a separate ESW</b>											
New Service Information	New Meter Information										
New Service Entrance Size (Amps): _____ Voltage: ____/____	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.										
Phase: <input type="radio"/> Single-phase <input type="radio"/> Three-phase											
<input type="radio"/> Underground <input type="radio"/> Overhead <input type="radio"/> Overhead to Underground											
Service Terminates in: <input type="radio"/> Main Disconnect <input type="radio"/> Gutter <input type="radio"/> Metering Equipment	Max. Potential # of Meters at Build Out: _____ of _____										
Conductors per phase: _____ Conductor Size: _____	<b><u>Size and Number of New Meters Being Requested</u></b>  <table style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width:50%; text-align: center;">Commercial Meters</th> <th style="width:50%; text-align: center;">Residential Meters</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">____ Ph ____ W ____/____ V</td> <td style="text-align: center;">____ Ph ____ W ____/____ V</td> </tr> <tr> <td style="text-align: center;">____ @ 200 Amps (or less)</td> <td style="text-align: center;">____ @ 200 Amps (or less)</td> </tr> <tr> <td style="text-align: center;">____ @ 400 Amps (or less)</td> <td style="text-align: center;">____ @ 400 Amps (or less)</td> </tr> <tr> <td style="text-align: center;">____ @ _____ Amps</td> <td style="text-align: center;">____ @ _____ Amps</td> </tr> </tbody> </table>	Commercial Meters	Residential Meters	____ Ph ____ W ____/____ V	____ Ph ____ W ____/____ V	____ @ 200 Amps (or less)	____ @ 200 Amps (or less)	____ @ 400 Amps (or less)	____ @ 400 Amps (or less)	____ @ _____ Amps	____ @ _____ Amps
Commercial Meters		Residential Meters									
____ Ph ____ W ____/____ V		____ Ph ____ W ____/____ V									
____ @ 200 Amps (or less)		____ @ 200 Amps (or less)									
____ @ 400 Amps (or less)	____ @ 400 Amps (or less)										
____ @ _____ Amps	____ @ _____ Amps										
Conduits Number: _____ Conduit Size: _____											
Estimated Date of Service Energization: _____											
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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Electric Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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