



ELECTRIC SERVICE WORKSHEET – **COMMERCIAL**

CW# _____

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

***For solar projects, go to <https://lovewp.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 with copies of site plan, one-line diagram, panel schedules, etc.
- Submit payment/deposit to Water and Power, if applicable. ****This payment is just for the Power 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 962-3581 at least 2 business days in advance to schedule Disconnect/Reconnect. Standard operating hours are M-F 7:30 am-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 2.3 for temp power requirements, then fill out and submit a separate ESW																											
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: _____		Size and Number of New Meters Being Requested																									
Conduits Number: _____ Conduit Size: _____		<table border="1"> <thead> <tr> <th colspan="2">Commercial Meters</th> <th colspan="2">Residential Meters</th> </tr> </thead> <tbody> <tr> <td>_____ Ph</td> <td>_____ W</td> <td>_____ Ph</td> <td>_____ W</td> </tr> <tr> <td colspan="2">/ _____ V</td> <td colspan="2">/ _____ V</td> </tr> <tr> <td colspan="2">_____ @ 200 Amps (or less)</td> <td colspan="2">_____ @ 200 Amps (or less)</td> </tr> <tr> <td colspan="2">_____ @ 400 Amps (or less)</td> <td colspan="2">_____ @ 400 Amps (or less)</td> </tr> <tr> <td colspan="2">_____ @ _____ Amps</td> <td colspan="2">_____ @ _____ Amps</td> </tr> </tbody> </table>		Commercial Meters		Residential Meters		_____ Ph	_____ W	_____ Ph	_____ W	/ _____ V		/ _____ V		_____ @ 200 Amps (or less)		_____ @ 200 Amps (or less)		_____ @ 400 Amps (or less)		_____ @ 400 Amps (or less)		_____ @ _____ Amps		_____ @ _____ Amps	
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_____ @ 400 Amps (or less)		_____ @ 400 Amps (or less)																									
_____ @ _____ Amps		_____ @ _____ Amps																									
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: _____

Power Representative: _____ Date: _____

(TO BE SIGNED AFTER REVIEW BY THE POWER DEPARTMENT AND/OR AFTER THE DESPOSIT HAS BEEN PAID)