

ASPEN ELECTRIC LOAD FORM – HELPER SHEET



City of Aspen Electric Service Area



NOTE: ALL ELECTRIC PERMIT SUBMITTALS ON CITY OF ASPEN ELECTRIC SERVICE, MUST INCLUDE A FULLY COMPLETED ASPEN ELECTRIC LOAD FORM TO BE ELIGIBLE FOR REVIEW AND APPROVAL. IF INSTALLING SOLAR PV, PLEASE COMPLETE AN “APPLICATION FOR PV INSTALLATION.” AN APPLICATION FOR PV INSTALLATION CAN BE FOUND HERE:

<https://aspen.gov/1502/Utilities-Permitting>

GENERAL ASPEN ELECTRIC UTILITY PERMITTING INFORMATION:

- If you have not contacted Electric Department about transformer availability, phone 970.920.5148, please do so to ensure transformer capacity.
- Electric Utility **requires** a completed Electric Load Form at time of Electric Permit Application submittal **if subject Service Location falls within the Aspen Electric Service Area.**
- **Electric permit will not move forward** in the City’s permitting and approval process without an Aspen Electric Load Form. Incomplete or incorrect information will result in delays or a resubmission requirement. The Aspen Electric Load Form must be completed by either the Electrical Designer or the Electrical Contractor.

GUIDELINES FOR COMPLETING ASPEN ELECTRIC LOAD FORM

CONTACT AND SERVICE LOCATION INFORMATION:

- Ensure all fields under “Contact Information” are fully completed including Applicant Name, Owner Name, Phone, and Email.
- Ensure that the “Electrical Contact Information” is filled out. A majority of the interactions with the Aspen Electric Utility on this permit will be using the information in this section, so accuracy and completeness are very important.
- The physical Service Location of the parcel receiving upgraded or new City Electric service must be completed.

SERVICE INFORMATION:

- The information in this section will be used by Electric Field staff to accurately establish new or updated electric service on this parcel.
- **BOTH** sides of this section need to be completed—Existing Service Information **AND** New Service Information.
- Electric staff need to know if there is existing City of Aspen Electric service already on site and if there is a Solar PV install on site or planned to be installed on site.
- Critical service information required in this section of the Aspen Load Form includes type, voltage, service amps, phases, etc. Incomplete or incorrect information will result in delays or resubmission.

METER INFORMATION:

- The information in this section will be used by Aspen’s Utility Billing staff to correctly create Electric Work Orders for meter removals and installs and to properly update associated City of Aspen Electric accounts and rate structures.
- **BOTH** sides of this section need to be completed—Existing Meter Information **AND** New Meter Information.
- **Required in “Existing Meter Information” section**—All City of Aspen Electric Account #s associated with Current Electric Meters and Electric Permit **MUST BE COMPLETED**. This includes current electric meter numbers, current amperage size at breaker, and if current electric meter(s) will remain at end of project or be removed/replaced.
- **Required in “New Meter Information” section**—Total Commercial & Residential Meters as shown in Electric Permit, plus details on number of each meter type, including meter breaker amperage size, voltage, and phase.

Please contact Utilities Permitting staff with questions at 970.920.5110 or email electric@aspen.gov.