



# City of Aspen

## LOAD FORM -- APPLICATION FOR ELECTRIC SERVICE

### To be submitted by Electrical Designer or Electrical Contractor

Please complete the following items in this checklist:

- Completed all sections of this form.
- Attached copies of the electrical one-line drawing and power plan.
- Upload this application on the City of Aspen Salesforce Applicant Portal.

Contact Information			
Name of Person Submitting Request:		Date:	
Company Name:			
Phone Number:		Email:	
Customer Information		Billing Information	
Customer Name:		Bill To:	
Mailing Address:		Mailing Address:	
Phone #: _____ Email: _____		Phone #: _____ Email: _____	
City of Aspen Permit Number: _____			
Electrical Contractor Information			
Company Name:		Contact Person:	
Phone #: _____ Fax #: _____		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 <span style="float: right;">Within City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
Type of Building: <input type="checkbox"/> Single Occupancy <input type="checkbox"/> Multi-Occupancy <input type="checkbox"/> Multi-Occupancy Core and Shell Only <input type="checkbox"/> Multi-Occupancy Residential			
Request Type			
<input type="checkbox"/> New service <input type="checkbox"/> Increase Existing Service Entrance Size (with no service upgrade) <input type="checkbox"/> Remove Existing Meter(s), service to remain <input type="checkbox"/> Modification of Existing Tenant Space(s)		<input type="checkbox"/> Upgrade Existing Service <input type="checkbox"/> Add New Meter to Existing Service (with no service upgrade) <input type="checkbox"/> Remove Existing Meter(s) and Service <input type="checkbox"/> Other _____	
Electrical Load Information			
New Equipment	Load	New Equipment	Load
HVAC Equip. (Tons) _____	____ Tot. KW	X-Ray Equipment	____ KW
Refrigeration Equip. (Tons) _____	____ Tot. KW	Washer/Dryer(s)	____ KW
Electric Heat	____ KW	Machinery #: ____ HP: ____	____ Tot. HP
Water Heating	____ KW	Exhaust Fans #: ____ HP: ____	____ Tot. HP
Lighting	____ KW	Pumps #: ____ HP: ____	____ Tot. HP
Outlets	____ KW	Small Motors #: ____ HP: ____	____ Tot. HP
Office Equipment	____ KW	Compressors #: ____ HP: ____	____ Tot. HP
Kitchen Equipment	____ KW	Miscellaneous	____ KW
Computers	____ KW		____ KW
Snow Melting Equipment	____ KW		____ KW
Thermoplastic Injection Equip.	____ KW		____ KW
Boiler	____ KW	Future Equipment	____ KW
Elevators	____ KW	(Itemize on separate sheet)	
Signs	____ KW		
			Total HP ____ KW
		TOTAL:	
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Service Information	
Existing Service Information	New Service Information
<input type="checkbox"/> N/A – No Existing Service at this location	<input type="checkbox"/> N/A – Existing Service, Service Entrance will remain unchanged
Service Type: _____	Service Type: _____
Transformer Number: _____	Service: _____
Transformer Size: _____ Kva	_____
Voltage: _____	Voltage: _____
Service terminates in: _____	Service terminates in: _____
Service Entrance Size: _____ Amps	Service Entrance Size: _____ Amps
Conductors/phase: _____ Conductor Size: _____	Conductors/phase: _____ Conductor Size: _____
Conduits: Number: _____ Size: _____	Conduits: Number: _____ Size: _____
Cables: Quantity: _____ Solar: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cables: Quantity: _____ Solar: <input type="checkbox"/> Yes <input type="checkbox"/> No
Meter Information	
Existing Meter Information	New Meter Information
N/A – No Existing Meters at this location	N/A – Existing Meters, Service will remain unchanged
<i>For multi-occupancy buildings, list all meters connected to this service: _____</i>	<i>For multi-occupancy buildings, tenant meters will only be installed for spaces being finished under this permit. Core and Shell only projects will only receive a house meter on the C&amp;S permit.</i>
Max. Potential # of Meters at Build out: _____ COM _____ Res	
<b>Meter Number:</b> _____ <b>Size:</b> _____ <b>Meter Will:</b> _____ _____ Amps <input type="checkbox"/> Remain <input type="checkbox"/> Be Removed _____ Amps <input type="checkbox"/> Remain <input type="checkbox"/> Be Removed	<b>Size and Number of New Meters Being Requested</b> <b>Commercial Meters</b> _____ Ph _____ W _____ / _____ V <b>Residential Meters</b> _____ Ph _____ W _____ / _____ V <b>Number of Meters Needed:</b> _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps _____ @ _____ Amps
CUSTOMER SIGNATURE AND ADDITIONAL INFORMATION	
LOAD DATA MUST BE AS COMPLETE AS POSSIBLE. COST OF CHANGES DUE TO INADEQUATE/INACCURATE INFORMATION WILL BE BORNE BY THE PROPERTY OWNER OR ELECTRICIAN.	
LOAD DATA FORMS WITHOUT PLANS MAY BE DELAYED AND/OR NOT PROCESSED.	
SITE GRADING, UTILITY, AND LANDSCAPING PLANS ARE REQUIRED WHEN PRIMARY ELECTRICAL EXTENSIONS ARE NECESSARY.	
<b>NOTE: A METER WILL NOT BE INSTALLED UNTIL THE PERSON FINANCIALLY RESPONSIBLE FOR THE BILLING HAS SET UP AN ACCOUNT WITH THE CITY OF ASPEN'S UTILITY BILLING DEPARTMENT, LOCATED AT 130 S. GALENA ST., ASPEN, CO 81611, PHONE # 970.920.5030.</b>	
<b>FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE.</b>	
Signature of Authorized Party: _____ Date: _____	
For City of Aspen Use Only	
City of Aspen Electric Utility Approved by (print name): _____	
Signature of City Approver: _____ Date: _____	

**City of Aspen Electric Department - Phone: 970.920.5148**