



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 #: _____
<i>If this is part of a multi-occupancy building, give the building's entire address range: _____</i>			
<input type="checkbox"/> New Construction <input type="checkbox"/> Existing Structure <input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> Demolition			Within City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Upgrade Existing Service	
<input type="checkbox"/> Increase Existing Service Entrance Size (with no service upgrade)		<input type="checkbox"/> Add New Meter to Existing Service (with no service upgrade)	
<input type="checkbox"/> Remove Existing Meter(s), service to remain		<input type="checkbox"/> Remove Existing Meter(s) and Service	
<input type="checkbox"/> Modification of Existing Tenant Space(s)		<input type="checkbox"/> Other _____	
Electrical Load Information			
<u>New Equipment</u>	<u>Load</u>	<u>New Equipment</u>	<u>Load</u>
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:			_____ Total HP _____ KW

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&S permit.</i>																																																			
_____	Max. Potential # of Meters at Build out: _____ COM _____ Res																																																			
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CUSTOMER SIGNATURE AND ADDITIONAL INFORMATION
<p>LOAD DATA MUST BE AS COMPLETE AS POSSIBLE. COST OF CHANGES DUE TO INADEQUATE/INACCURATE INFORMATION WILL BE BORNE BY HE PROPERTY OWNER OR ELECTRICIAN.</p> <p>LOAD DATA FORMS WITHOUT PLANS MAY BE DELAYED AND/OR NOT PROCESSED.</p> <p>SITE GRADING, UTILITY, AND LANDSCAPING PLANS ARE REQUIRED WHEN PRIMARY ELECTRICAL EXTENSIONS ARE NECESSARY.</p> <p>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 DPEARTMENT, LOCATED AT 130 S. GALENA ST., ASPEN, CO 81611, PHONE # 970.920.5030.</p> <p><u>FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE.</u></p>
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: _____