



THE CITY OF ASPEN

# City of Aspen LOAD FORM -- APPLICATION FOR ELECTRIC SERVICE

To be submitted by Electrical Designer or Electrical Contractor

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

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.
- Emailed this Application for Electric Service to: [electricsservice@cityofaspen.com](mailto:electricsservice@cityofaspen.com)

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			
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		
<b>TOTAL:</b>			<b>_____ Total HP</b> <b>_____ KW</b>

Service Information

Existing Service Information

New Service Information

N/A – No Existing Service at this location

Service Type: \_\_\_\_\_

Transformer Number: \_\_\_\_\_

Transformer Size: \_\_\_\_\_ Kva

Voltage: \_\_\_\_\_

Service terminates in: \_\_\_\_\_

Service Entrance Size: \_\_\_\_\_ Amps

Conductors/phase: \_\_\_\_\_ Conductor Size: \_\_\_\_\_

Conduits: Number: \_\_\_\_\_ Size: \_\_\_\_\_

Cables: Quantity: \_\_\_\_\_ Solar:  Yes  No

N/A – Existing Service, Service Entrance will remain unchanged

Service Type: \_\_\_\_\_

Service: \_\_\_\_\_

Voltage: \_\_\_\_\_

Service terminates in: \_\_\_\_\_

Service Entrance Size: \_\_\_\_\_ Amps

Conductors/phase: \_\_\_\_\_ Conductor Size: \_\_\_\_\_

Conduits: Number: \_\_\_\_\_ Size: \_\_\_\_\_

Cables: Quantity: \_\_\_\_\_ Solar:  Yes  No

Meter Information

Existing Meter Information

New Meter Information

N/A – No Existing Meters at this location

*For multi-occupancy buildings, list all meters connected to this service:* \_\_\_\_\_

\_\_\_\_\_

N/A – Existing Meters, Service will remain unchanged

*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.*

Max. Potential # of Meters at Build out: \_\_\_\_\_ COM \_\_\_\_\_ Res

Meter Number:	Size:	Meter Will:	
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed
_____	_____ Amps	<input type="checkbox"/> Remain	<input type="checkbox"/> Be Removed

Size and Number of New Meters Being Requested	
Commercial Meters	Residential Meters
_____ Ph _____ W _____ / _____ V	_____ Ph _____ W _____ / _____ V
<b>Number of Meters Needed:</b>	<b>Number of Meters Needed:</b>
_____ @ _____ Amps	_____ @ _____ Amps
_____ @ _____ 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 HE 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.

**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.**

**FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE.**

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: \_\_\_\_\_