Dear Commercial Building Owner or Constructor:

The attached form, when completed by you, becomes the essential first step in the process of acquiring electric power and broadband services from Glasgow EPB for any new commercial structure in Glasgow. Without this information thoughtfully and accurately delivered back to us, we cannot begin the process of designing, procuring, and constructing the additions to our network which are necessary to provide EPB services to the new building.

As you complete this form, also please be aware that the information provided back to us on the form will become the basis for a power contract between Glasgow EPB and the building’s owner or lessee. The power contract will, in turn, become the basis for the calculations used in the power billing for the facility during the life of the installation. It is thus very important that the building designer/contractor and the building owner both agree on the information on the form and both execute the form in the spaces provided at the bottom of the document.

When this form is completed as described, Glasgow EPB can begin the process of drafting a power contract as well as ordering the necessary transformers and hardware to complete the extension of services to the new building. We look forward to working with you to add our services to the life of your new facility. Please do not hesitate to contact us if you have any questions about this process.

Sincerely,

Glasgow EPB Team
Glasgow EPB
Commercial Building Load Information Form

Project Description: ________________________________________________________________
Project Physical Address: __________________________________________________________
Project/Owner Name for Power Contract: ______________________________________________
Project Contact Person: _____________________________________ Phone #: _______________________

General Contractor/Construction Mgr. __________________________ Electrical Contractor __________________________
Firm / Contact: ___________________________________ Firm / Contact: __________________________
Address: ___________________________________________ Address: ________________________________
Phone: _________________________________ Phone: ______________________________________
Email: ______________________________________ Email: _______________________________________

Electrical Entrance Information
Requested Service Size: _____Amp _____Single Phase _____Three Phase   ____Overhead   __Underground
Size and number of service entrance conductors: ___________________________________________
Requested Service Voltage:   __120/240      __120/208      __480      __277/480      __7200/12,470
Building Square Footage: ______________________

Total Connected Load Information
Total Project Connected Single Phase Load: _______kW   Anticipated Future? _______kW
Total Project Connected Three Phase Load: _______kW   Anticipated Future? _______kW

Maximum kW Coincident for Power Contract
The Maximum Projected Project Demand for any 30 Minute Period during any month is essential for EPB transformer sizing and for Power Contract language. The Project design team, electrical contractor, and Project Owner must choose this number wisely as it forms the basis for EPB system design, the power contract between EPB and Owner, and future power billing.

Projected Maximum 30 Minute Demand: __________kW

Major Project Electrical Loads
Heat ______kW       Type of Electric Heat ______       Water Heater _____kW Single Phase _____kW Three Phase
Air Conditioning _____kW or _____BTU Single Phase Three Phase
Lighting ___kW Misc. Other Loads and Motors ____Total kW

Special Project Loads
Please provide description of any particularly harmonic or voltage sensitive loads in the Project.

Note: Both acknowledgments below must be executed:
By signatures below, we acknowledge that the information provided above will be used as the basis for all calculations by the Glasgow EPB for the future power billings at the above referenced address. We understand that any incorrect information provided may impact all future billings as transformer(s) will be purchased based upon this information; and, further hold the EPB harmless for any errors in calculations based upon any incorrect information provided hereinabove.

To be executed by individual completing above form: To be executed by owner or designated representative:
Signature: ____________________________ Signature: ____________________________
Printed Name: ____________________________ Printed Name: ____________________________
Title: ______________________________________ Title: _________________________________
Firm: ______________________________________ Date: _________________________________
Date: _________________________________