**RESIDENTIAL**
**Electric Service Information**
**Load Sheet**

Please complete this form for each building to be served by EWEB. Return this form with a **site plan** to Electric Distribution Engineering. This form is for single phase 120/240v residential services.

## Project information:

| | |
|---|---|
| **Project Name**: | |
| **Location/Address:** | |
| **Square footage of building:** | **Temporary service request date:** |
| | **Permanent service request date:** |

## Contact information:

| | **Name:** | **Phone Number:** | **Email:** |
|---|---|---|---|
| **EWEB Customer:** | | | |
| **Electrician:** | | | |
| **Contractor:** | | | |

## Electric service information:

| | |
|---|---|
| **Main breaker size:** AMP | **Preferred meter location (include on site plan):** |
| **Service wire type & size:** | |
| **Number of wires per phase:** | **Preferred transformer location (include on site plan):** |
| **Number & size of conduits:** | |

| Equipment | Connected Load (kilowatts) |
|---|---|
| **Heating** | |
| **Air Conditioning** | |
| **Water Heater** | |
| **EV Car Charger** | |
| **Water Pump** | |
| **Receptacles** | |
| **Lighting** | |
| ***Additional loads:*** *(please specify)* | |
| | |
| | |
| | |
| | |

| **Air Conditioner / Heat Pump** | |
|---|---|
| **Size in:** | **tons (or) horsepower** |
| **Ductless:** Yes ☐ | No ☐ |

| **Electric Water Heater:** | **Gallons** |
|---|---|
| **Resistive:** ☐ | |
| **Heat pump:** ☐ | |
| **Other:** | |

| | |
|---|---|
| **Gas Heat** | Yes ☐ No ☐ |

| | |
|---|---|
| **Gas Water Heater** | Yes ☐ No ☐ |

**Additional information pertinent to the job**:

## Typical Design and Construction Process:

### 1. Pre-Design

a) Customer provides basic information on EWEB's Electric Distribution Engineering project line at 541-685-7521 or email at DistributionEngineering@EWEB.org.
b) EWEB Distribution Engineering representative will return customer inquiry within 1-2 business days
c) Customer completes & submits **Electric Service Information Form (Load Sheet) and Site Plans** to EWEB at DistributionEngineering@EWEB.org
d) Customer completes & submits New Service Request Form for new service/new meter. This form is not needed for upgrading existing service.
e) Once all of the above documents and applicable information is received, the project will be assigned to the next available Engineering Technician to start design. If no Tech is available at the time documents are received, the project is put into the job queue. Customer will be kept updated on wait times. **WORK SHOULD NOT BEGIN WITHOUT AN APPROVED EWEB DESIGN, NO EWEB INSPECTIONS WILL BE DONE WITHOUT DESIGN.**

### 2. Design

a) EWEB Technician to review the project and develops project design iteratively with customer and permitting authorities (city/county), then provides project cost and design to customer
b) Customer approves design
c) EWEB sends customer billing for their project and an Agreement Form
d) Customer pays EWEB and returns signed Agreement Form
e) EWEB Technician applies for easements and permits

### 3. Pre-Construction

a) EWEB receives permits from permitting authorities and easement approval
b) EWEB Technician meets with customer and customer's contractor for pre-construction meeting: Reviews design and EWEB standards. Customer's contractor provides EWEB project timeline expectations

### 4. Construction

a) Electric substructure is built by customer's contractor to meet EWEB's Standards
b) EWEB Technician inspects electric substructure installation and when approved releases job to EWEB Electric Operations to be scheduled.
c) Customer's service receives inspection and "tagged" approval from permitting authorities
d) EWEB Electric Operations schedules EWEB portion of project. Once the work is completed and City/County Inspections are approved, service is energized.

**EWEB Electric Distribution Engineering**
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