

# Electric Load Form

For Commercial, Industrial & Municipal Customers

Service Notification No.: \_\_\_\_\_



For new commercial, industrial or municipal projects, including residential subdivisions, or expansion of existing facilities, an Electric Load Form must be completed for each service request. This form, along with project-specific documentation, is used to support a detailed engineering analysis.

## Contact Information

Customer Name	Phone No.
Email	
Electrician Name	Phone No.
Email	

## Service Connection <sup>1</sup>

<input type="checkbox"/> Install New Service	<input type="checkbox"/> Upgrade Existing Service
Street Address	Account No.
City, State, Zip	Meter No.
Anticipated In-Service Date for All Connected Loads <sup>2</sup>	

<sup>1</sup>If additional gas or electric service notifications are associated with this request, please list service notification numbers in the notes section at the end of the form. <sup>2</sup>If service is requested before all loads are connected, please include a site plan and incremental load schedule.

## Preferred Service Configuration

Service Metering Configuration	<input type="checkbox"/> Primary Metered Voltage (customer-owned transformer)	<input type="checkbox"/> Secondary Metered Voltage (company-owned transformer)	
Protective Device (provide if primary metered voltage service selected)	Type of Device	Amps Rating	Volts Rating
Connection Cable Configuration	<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground	<input type="checkbox"/> Combined Overhead & Underground
Service Amps			
Service Voltage	<input type="checkbox"/> 1 Phase, 3 Wire, 120/240V (not supplied for loads exceeding 100kVA)		
	<input type="checkbox"/> 1 Phase, 3 Wire, 120/208V (not supplied for loads exceeding 100kVA)		
	<input type="checkbox"/> 3 Phase, 4 Wire, 208WYE/120V		
	<input type="checkbox"/> 3 Phase, 4 Wire, 240DELTA/120V (not supplied for loads exceeding 150kVA)		
	<input type="checkbox"/> 3 Phase, 4 Wire, 480WYE/277V		
	<input type="checkbox"/> 3 Phase, 3 Wire, 480DELTA		
	<input type="checkbox"/> Other:		
Submetering <sup>3</sup>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<sup>3</sup> If intending to install submeters (installation of a meter per unit), you may be required to submit a petition to the Public Service Commission and request approval. All approvals need to be received by the Company before the service can be energized.

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## Building Type <sup>4</sup>

<input type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential Subdivision: Single-Family Homes	<input type="checkbox"/> Residential Subdivision: Multi-Occupancy Building
No. of Buildings or Units			
Square Footage per Building or Unit			
Total Square Footage			

<sup>4</sup> If upgrading an existing service, provide projections based on the new construction design (exclude existing building or unit footprint).

## Electric Load Demand <sup>5</sup>

Load Type	Applicable (Yes / No)	Power Factor	Connected kW	Usage Peak <sup>6</sup> (Summer / Winter)
Computer	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Continuous Motors (>3 hrs. / day) - <b>see Table 1.0</b>	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Cooking Appliances (exclude refrigeration)	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Electric Hot Water	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Electric Vehicle Charging - <b>see Table 2.0</b>	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
General Purpose Motors (<3 hrs. / day) - <b>see Table 1.0</b>	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Heating (industrial process)	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Lighting	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Receptacles	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Refrigeration	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Space Conditioning (cooling)	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Space Conditioning (heating)	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Special Equipment (medical equipment, etc.) - <b>see Table 3.0</b>	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
Other (specify if load exceeds 100kVA)	<input type="checkbox"/> Y <input type="checkbox"/> N			<input type="checkbox"/> S <input type="checkbox"/> W
<b>Total Connected Load</b>			<b>kW</b>	
<b>Expected Peak Load</b>			<b>kW</b>	

<sup>5</sup> If upgrading an existing service, please provide projections based on the new construction design (exclude load from existing building(s) or unit(s)). <sup>6</sup> If energy usage changes daily or other consumption patterns, please provide details in the supplemental tables (Tables 1.0, 2.0 and 3.0).

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**Table 1.0 – Motors 10HP or Greater <sup>7</sup>**

Motor Type	Motor Code	Qty.	No. of Starts per Day	Starting Assistant	HP	Amps	Volts	Power Factor

**If motors are starting in tandem, provide details on motor type, quantity and start times:**

<sup>7</sup> For additional motors, please include a spreadsheet with all the required information listed in the table above.

**Table 2.0 – Electric Vehicle Charging <sup>8</sup>**

Charger Level	Plug Qty.	Plug Output Power (kW)

**If installing power limiting equipment for controlled or demand charging, specify equipment:**

<sup>8</sup> For installing electric vehicle chargers, please attach a site plan, one-line diagram and equipment specification sheets.

**Table 3.0 – Specialized Equipment <sup>9</sup>**

Equipment Type	Qty.	No. of Starts per Day	HP	Amps	Volts	Power Factor

**If equipment is starting in tandem, provide details on equipment type, quantity and start times:**

<sup>9</sup> For additional specialized equipment, please include a spreadsheet with all the information listed in the table above.

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**Table 4.0 – Additional Equipment**

<b>Installing Power Conditioning Equipment</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide type of equipment:
<b>Installing Battery Storage</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide size (kW) and purpose:
<b>Installing Emergency Generator</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide generator rating:
<b>Additional Electrical Needs</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide details (dedicated circuit, redundant feed, etc.):

## Notes

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I certify that the information provided is accurate and complete to the best of my knowledge. I understand it is the responsibility of the customer, or a representative, to accurately complete each section to avoid delays.

**Submitted By:** \_\_\_\_\_  
*(Please Print)*

**Date:** \_\_\_\_\_

\_\_\_\_\_  
*(Signature)*

# Electric Load Form

For Commercial, Industrial & Municipal Customers



**Please return the complete and signed form, including project-specific documentation, to:**

Email NYSEGESI@nyseg.com  
Fax 844.515.1573  
Mail NYSEG, Attn: Energy Service Installation  
Customer Care Center  
P.O. Box 5240  
Binghamton, NY 13902-5240

**Questions? Contact us at 800.572.1111 (Option 3, Option 3)**

## Frequently Asked Questions

### **What factors should be considered when choosing service configuration preferences?**

When requesting a new service or upgrading an existing service, the service configuration depends on both load demand and site conditions. Smaller projects often use secondary metering, where the utility provides the transformer, while larger facilities may require primary metering. Customer preferences for overhead or underground service are evaluated alongside existing utility infrastructure, site layout and municipal requirements. The service voltage and amperage are determined by connected load, equipment needs and voltages available in the service area.

For detailed installation requirements, refer to the Electric Services & Meters Manual and Specifications for Customer Electric Service Manual, both published on the Company website.

Before purchasing or installing any equipment or wiring, customers must consult with the Company to confirm the type of service to be provided.

### **Can project-specific documentation be included with the Electric Load Form submission?**

Yes. Including additional, project-specific documentation helps the Company perform a more accurate engineering analysis. Recommended documents include:

- Site plans, including incremental load schedule if service is needed before all equipment is installed
- Load profile data, specifically for types of load where usage will change seasonally, daily or other consumption patterns
- One-line diagrams, specifically for electric vehicle charging infrastructure
- Equipment specification sheets for complex loads such as large motors, specialized equipment, electric vehicles or similar

### **What factors should be considered when completing the Electric Load Demand table and supplemental tables?**

For the Electric Load Demand table, list all planned equipment, use accurate connected kW and power factor values based on manufacturer specifications or guidance from a qualified electrician. If energy usage changes seasonally, daily or other consumption patterns, provide details by load type.

Complex loads that include large motors, specialized equipment, electric vehicle chargers or similar, should be detailed in the supplemental tables to provide operating characteristics, including estimations on energy usage. If installing equipment to improve power quality, details should be included in the supplemental tables to provide an accurate load profile.

Providing details helps the Company perform a more accurate engineering analysis.