

General Information		
Service Location (Street Address)	Building Type	Square Footage
Customer	Address	
Customer Contact	Address	Phone ()
General Contractor	Address	Phone ()
Electrical Contractor	Address	Phone ()
Similar Account Information (Building of like type, square footage, operation hours and heating type)		
Name of Similar Account	Address of Similar Account	Similar Account #
Type of Service (Check all that apply)		
<input type="checkbox"/> Underground	<input type="checkbox"/> Service Change (Rewire)	<input type="checkbox"/> New
<input type="checkbox"/> Overhead	<input type="checkbox"/> Relocation	<input type="checkbox"/> Temporary
Service Characteristics		
Size of Load Wires: _____	Sets of Load Wires Per Phase: _____	Load Wire Type (Check one): <input type="checkbox"/> AL <input type="checkbox"/> CU
Terminations (Check one): <input type="checkbox"/> Meterbase <input type="checkbox"/> Connection Box <input type="checkbox"/> C.T. Cabinet <input type="checkbox"/> Switchgear/Model # _____		
Service Size (Check one)		
<input type="checkbox"/> 100 amp	<input type="checkbox"/> 200 amp	<input type="checkbox"/> 400 amp <input type="checkbox"/> 600 amp <input type="checkbox"/> Other _____
Voltage (Check one)		
<input type="checkbox"/> 1 Phase, 3 Wire, 120/240	<input type="checkbox"/> 3 Phase, 4 Wire, Delta, 120/240 (Limited to 200 amps or less per transformer)	
<input type="checkbox"/> 3 Phase, 4 Wire Wye, 120/208	<input type="checkbox"/> 3 Phase, 4 Wire Wye, 277/480 <input type="checkbox"/> Other (Must be approved by Dominion Energy) _____	
Backup Generation (Check one if applicable)		Meter Location Desired (Check one)
Break before Make / Open Transition (Preferred) <input type="checkbox"/>	Make before Break / Closed Transition (Company study and approval required, allow up to 18 months) <input type="checkbox"/>	<input type="checkbox"/> Indoor (Approval required) <input type="checkbox"/> Outdoor
		Service Equipment Location (Check one)
		<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Load Management Device (Check one)		Estimated Business Operating Time
<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, setting _____	Hours Per Week _____ Months Per Year _____
Provide a Brief Description of this Project Request (i.e. renovation, new building, addition, etc.)		
Provide a Brief Description of any Renewable Energy Generation, if applicable		



Nonresidential Load Letter

Electrical Load (excluding motors)		Motor Equipment (excluding heating and cooling)				
		Description	# of Motors	HP	Phase 1 or 3	Hrs of Use per Week
AC (For cooling servers or data processing load)						
Total tonnage _____	Largest Unit is _____ Tons					
AC (For cooling building)						
Total tonnage _____	Largest Unit is _____ Tons					
Heat Pump						
Total tonnage _____	Largest Unit is _____ Tons					
Heat Pump Strip Heat _____	kW					
Electric Heat (Baseboard or Furnace) _____	kW					
Interior Lighting _____	kW					
Exterior Lighting _____	kW					
Electric Cooking _____	kW					
Water Heater _____	kW					
Tankless Water Heater _____	kW					
Dryer _____	kW					
Computers _____	kW					
Receptacles _____	kW					
Refrigerator _____	kW					
Other _____	kW					
Other _____	kW					
Other _____	kW					
Other _____	kW					

The information provided in this document is critical to Dominion Energy in sizing our electrical facilities to provide reliable service. This information will also be used to determine the installation cost for electrical service, and be considered when preparing an Agreement for Electric Service (if applicable). This Agreement includes a monthly minimum distribution demand charge and a monthly minimum dollar amount. See page 3 for instructions.

The Company reserves the right to designate and/or approve the location of all metering and C.T. equipment. The Company must approve all proposed metering arrangements. The customer must notify Dominion Energy prior to the actual connection of any future load (as required by Information and Requirements for Electric Service, *The Blue Book*).

Note: Submittal of this load letter along with an approved site plan, electric riser diagram, and any other relevant documents that may assist with the design of your project is required before Dominion Energy can begin your design.

Name of person responsible for completing this form:

Print	Date
Signature	

Distribution: Please send this completed form to your assigned Dominion Energy project designer. If you do not have a project designer assigned to your project, please call 1-866-366-4357.

General Information

- Service Location:** Street Address, City & State of building being served.
- Building Type:** The main use of the building (i.e. school, library, office, etc.).
- Square Footage:** Total conditioned square footage.
- Customer:** Name and Address of the building owner or ultimate customer.
- Customer Contact:** Name, Address and Phone Number of a contact representing the ultimate customer.
- General Contractor:** Name, Address and Phone Number of the general contractor for this project.
- Electrical Contractor:** Name, Address and Phone Number of the electrician performing the work for this service.

Similar Account Information

List the name, address, and account number of a building type with similar, square footage, HVAC load requirements and operating hours.

Type of Service

Check all that apply to this service request.

Service Characteristics

Load Wires – Include conductor size, number of sets, and type of load conductors.

Terminations – Indicate where the customer’s conductors and Company conductors will terminate together. If in a switchgear or connection box, please provide the specific number and manufacture of equipment.

Service Size

Check the size of your panel or switchgear.

Voltage

Check the requested voltage to be delivered to the building.

Backup Generation

Check one if applicable. Allow up to 18 months for Company approval on make before break/closed transition option.

Meter Location Desired

Check the preferred meter location (subject to Dominion Energy approval).

Service Equipment Location

Check the preferred service equipment location (subject to Dominion Energy approval).

Load Management Device

If limiting the kW demand to a certain level with an automated device, check “Yes”. If “Yes”, enter the maximum kW setting of the device.

Estimated Business Operating Time

- Hours Per Week:** Enter how many hours per week the building will be in operation.
- Months Per Year:** Enter how many months per year the building will be in operation.

Renewable Energy

Provide a description of all renewable energy generation systems including generation type (solar, wind, etc.) and anticipated system output capacity.

Electrical Load (excluding motors)

Enter all requested load information using tons or kW. It is very important that only connected load is listed. This load letter is for Dominion Energy’s use in sizing electrical facilities. Required capacity (per NEC) should not factor into the load data supplied.

Motor Equipment (excluding heating and cooling)

List all motors, their size and weekly hours of operation.