

General Information						
Service Location (Street Address)						
Customer Contact		Address		Phone ()		
Electrical Contractor		Address		Phone ()		
Total Square Footage		Conditioned Space Square Footage		Type of Heat		
Use of Premise (Check one):					Estimated Usage	
<input type="checkbox"/> Full time residence (occupied 180 days or greater/year)		<input type="checkbox"/> Garage (Non business use)		Hours per week _____		
<input type="checkbox"/> Seasonal residence		<input type="checkbox"/> Other _____				
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"/> Other _____						
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)				Meter Location Desired (Check one)		
<input type="checkbox"/> 1 Phase, 3 Wire, 120/240		<input type="checkbox"/> 1 Phase, 3 Wire, 120/208		<input type="checkbox"/> Outdoor (Must be installed on front or side of new residences)		
<input type="checkbox"/> 3 Phase, 4 Wire Wye, 120/208		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Indoor (Dominion Energy approval required)		
Electrical Load (excluding motors)				Motor Equipment (excluding heating and cooling)		
Cooling (Non Heat Pump A/C)	_____ tons	Description	# of Motors	HP	Phase 1 or 3	Hrs of Use per Week
Heat Pump (Unit # 1)	_____ tons					
Heat Pump (Unit # 2)	_____ tons					
Heat Pump Strip Heat (Unit # 1)	_____ kW					
Heat Pump Strip Heat (Unit # 2)	_____ kW					
Electric Heat (Baseboard or Furnace)	_____ kW					
Standard Water Heater	_____ kW					
Tankless Water Heater	_____ kW					
Dryer	_____ kW					
Interior Lighting	_____ kW	Provide a Description of any Renewable Energy Generation, if applicable				
Exterior Lighting	_____ kW					
Receptacles	_____ kW					
Cooking Equipment	_____ kW					
Refrigeration Equipment	_____ kW					
Computers	_____ 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. See page 2 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*).

Name of person responsible for completing this form:

Print	Signature	Date

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 or forward to customer_service@dom.com

Instructions

General Information

Service Location:	Street Address, City & State of building being served.
Customer Contact:	Name, Address and Phone Number of a contact representing the ultimate customer.
Electrical Contractor:	Name, Address and Phone Number of the electrician performing the work for this service.
Square Footage:	Total floor space of building.
Conditioned Square Footage:	Total floor space of building subject to heating and cooling.
Type of Heat:	Electric, gas, propane, oil, other (please specify).

Use of Premise:

Check the use of the new building. An example of a seasonable residence is a river home, mountain home, vacation home, etc. An example of an “other” residential building is a barn, pool house, club house, etc. If the garage will be used for commercial purposes, use the “Nonresidential” load letter.

Estimated Usage

Enter the number of hours per week this building will be used.

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 panel or switchgear.

Voltage

Check the requested voltage to be delivered to the building.

Meter Location Desired

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

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.

Renewable Energy

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