

NEW LARGE LOAD ELECTRICAL SERVICE INQUIRY FORM



BEFORE YOU BEGIN

The purpose of this form is to gather enough information to better understand your request. The following sections contain information necessary for our team to make accurate and informed decisions. It is important to fill out all fields to the best of your ability. Questions about the form may be asked via email or by phone at 307-245-3261. For assistance with filling the form out with the proper information, please contact a qualified electrician or electrical engineer.

Submit this form and other materials by emailing billing@highwest.coop

PRIMARY CONTACT FOR CONSTRUCTION PROJECT

Contact Name: _____	Relationship to Project:
Business Name: _____	☐ Builder/Contractor
Email Address: _____	☐ Developer
Phone Number: _____	☐ Property Owner
	☐ Other: _____

ELECTRICIAN CONTACT INFORMATION

Name: _____	Phone Number: _____
-------------	---------------------

SERVICE LOCATION

Address: _____	City, State: _____
Latitude: _____	Longitude: _____
Major Crossroads: _____	
Parcel Number: _____	County: _____

BILLING INFORMATION

If current HWE member, please provide Member Number: _____

Legal Name: _____

Address

City

State

Zip Code

Email Address: _____

☐ Check this box if you want to add additional
authorized contacts for this account

Phone Number: _____

SERVICE REQUEST CHARACTERISTICS

Service Voltage: ☐ 120/240V (1ph.) ☐ 120/240V (3ph.) ☐ 120/208V (3ph.) ☐ 277/480V (3ph.)
☐ Primary Metering (Demand > 500kW)

If Demand >500kW & Primary Service is requested, please fill in the information below:

Power Factor: _____ Load Factor: _____ Transformer kVA & %Z: _____

Size of Main: _____ Amps

Building Square Footage (if applicable): _____ Number of Units (if applicable): _____

LOAD SCHEDULE/FORECAST:

The purpose of this section is to help us understand how much power will be needed and when to expect it. Start by filling out the Year row with the In-Service-Date (ISD: The year in which service is being requested.)

Year	ISD: _____	ISD + 1 Year	ISD + 2 Years	ISD + 3 Years	ISD + 4 Years
Initial Connected Load (NEC kW)					

Estimated date the site will be ready for electric installation: _____

EXPLANATION OF LOAD:

What is the nature of the business? Examples include manufacturing, office space, industrial, oil & gas, irrigation, restaurant, greenhouse, showroom, retail store, dairy, etc. Please include any other pertinent information.

What type of loads will be on the service? Examples include motors, heaters, vehicle chargers, high power lights, refrigeration, computer servers, etc. If any motors are 10HP or larger, fill out and attach a [Motor Data Form](#).

PLEASE SUBMIT THE FOLLOWING IN ADDITION TO THIS FORM:

☐ Electrical System One-line ☐ Electrical Panel Schedule ☐ Site Map (if available)

ADDITIONAL INFORMATION THAT MAY ASSIST WITH SERVICE PLANNING:

*After completing this form, save the PDF and email it to **billing@highwest.coop***