Electric Load Form

For Commercial, Industrial & Municipal Customers

Service Notification No.: _____

RG&E
An Avangrid company

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 [1]

☐ Install New Service		☐ Upgrade Existing Service	
Street Address		Account No.	
City, State, Zip		Meter No.	
Anticipated In-Service Date for All Connected Loads [2]			

[1] 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. [2] If service is requested before all loads are connected, please include a site plan and incremental load schedule.

Preferred Service Configuration

Service Metering Configuration	☐ Primary Metered Voltage (customer-owned transformer)	☐ 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	☐ Overhead	☐ Underground	☐ Combined Overhead & Underground
Service Amps			
Service Voltage	☐ 1 Phase, 3 Wire, 120/240V (not supplied for loads exceeding 100kVA)		
	☐ 1 Phase, 3 Wire, 120/208V (not supplied for loads exceeding 100kVA)		
	☐ 3 Phase, 4 Wire, 208WYE/120V		
	☐ 3 Phase, 4 Wire, 240DELTA/120V (not supplied for loads exceeding 150kVA)		
	☐ 3 Phase, 4 Wire, 480WYE/277V		
	☐ 3 Phase, 3 Wire, 480DELTA		
	☐ Other:		
Submetering [3]	☐ Yes	☐ No	

[3] 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 [4]

☐ Industrial	☐ Commercial	☐ Residential Subdivision: Single-Family Homes	☐ Residential Subdivision: Multi-Occupancy Building

No. of Buildings or Units	
Square Footage per Building or Unit	
Total Square Footage	

[4] If upgrading an existing service, provide projections based on the new construction design (exclude existing building or unit footprint).

Electric Load Demand [5]

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

[5] If upgrading an existing service, please provide projections based on the new construction design (exclude load from existing building(s) or unit(s)). [6] 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 [7]								
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:

[7] For additional motors, please include a spreadsheet with all the required information listed in the table above.

Table 2.0 – Electric Vehicle Charging [8]		
Charger Level	**Plug Qty.**	**Plug Output Power (kW)**

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

[8] For installing electric vehicle chargers, please attach a site plan, one-line diagram and equipment specification sheets.

Table 3.0 – Specialized Equipment [9]						
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:

[9] 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			
Installing Power Conditioning Equipment	☐ Yes	☐ No	If yes, provide type of equipment:
Installing Battery Storage	☐ Yes	☐ No	If yes, provide size (kW) and purpose:
Installing Emergency Generator	☐ Yes	☐ No	If yes, provide generator rating:
Additional Electrical Needs	☐ Yes	☐ No	If yes, provide details (dedicated circuit, redundant feed, etc.):

Notes

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: _____ **Date:** _____

(Please Print)

_____

(Signature)

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

Email	RGE_ESI@rge.com
Fax	844.515.1574
Mail	RG&E, Attn: Energy Service Installation 3 City Center 180 South Clinton Avenue Rochester, NY 14607

Questions? Contact us at 800.743.2110 (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 Requirements for Installation of Electric Services & Meters Manual, 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.

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.

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