



Request for Commercial Upgrade Service

The following information is required for an upgrade or removal of electrical service.

- Submit this form if you are requesting an **upgrade or removal of service**.

NOTES FOR FIELD ENGINEER:

Field Engineer take request and check transformer capacity:

- If capacity is short; design transformer upgrade.
- If capacity is okay, release to Operations Department.

Operations to check CT CAN and CT RATIO:

- Coordinate outage and re-energize.

BILLING INFORMATION

Customer Name: _____

Mailing Address: _____

E-mail: (used for engineering related communication) _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

SERVICE INFORMATION / SITE INFORMATION

Service is: Alter/Upgrade Meter #: _____

Service Address: _____ Zip Code: _____

City County

Provide site plan if site is changing.

DESCRIPTION OF ELECTRICAL LOADS

Existing Meter Base: 200A CT400 CT600 CT800 Other _____

New Meter Base: 200A CT400 CT600 CT800 Other _____

Existing Voltage: 1-PH 120V/240V 3-PH 208Y/120V 3-PH 480Y/277V Other _____

Voltage Desired: 1-PH 120V/240V 3-PH 208Y/120V 3-PH 480Y/277V Other _____

ELECTRIC VEHICLE CHARGER

Yes No (If no, skip this section)

Type: Level 1 (120v) Level 2 (240v) Level 3 (480v)

How many chargers? _____ AC Input _____ KW Load per Charger

How many vehicles per charger? _____ KW load Total



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Existing Connected Load (including motors) Total kW _____ 1-PH kW _____ 3-PH kW _____

New equipment connected load (kw) except motors	1-phase	3-phase
Lighting		
Cooking		
Resistant Elec. Heat		
Water Heating		
Air Conditioning		
Convenience Outlets		
Future Growth		
Major Misc. Load		
Total New Connect (except for motors)		

New Motors Connected Load	1-phase		3-phase	
	No.	HP	No.	HP
Total HVAC* Motors				
Total Refrigeration				
Total Other Motors				
Total All New Motors				

Largest Motor	1-phase		3-phase	
	HP	Motor Code	HP	Motor Code
Largest New				
Largest Existing				

New Proposed Demand (including motors) Total kW _____ 1-PH kW _____ 3-PH kW _____

(New & existing load combined) Total kW _____ 1-PH kW _____ 3-PH kW _____

Project Electrician: _____ Email: _____ Phone: _____

Cost of design changes due to inadequate/inaccurate information will be borne by the property owner, incomplete applications may be delayed and/or not processed.

CUSTOMER SIGNATURE: _____ DATE: _____

PRINT NAME: _____ EMAIL: _____

PLEASE NOTE THIS IS NOT A STATE ELECTRICAL PERMIT. OBTAIN YOUR ELECTRICAL PERMIT AT THE WASHINGTON DEPARTMENT OF LABOR & INDUSTRIES 1-509-735-0100