



# Commercial Load Data Form

## Customer Information

Customer Name:	<input type="text"/>	Mailing Address:	<input type="text"/>
Customer Contact:	<input type="text"/>	Mailing Address:	<input type="text"/>
Customer Phone #	<input type="text"/>	Customer Mobile #:	<input type="text"/>
Customer Fax #	<input type="text"/>	Customer E-mail	<input type="text"/>
Contractor/Contact:	<input type="text"/>	Mailing Address:	<input type="text"/>
Contractor E-mail:	<input type="text"/>	Contractor Phone #:	<input type="text"/>

## Service Location / Facility Information

Each service address requires a separate Commercial Load Data Form except in the case of condominiums.

Street Address:	<input type="text"/>	Development / Lot #:	<input type="text"/>
Number of Buildings:	<input type="text"/>	#Metered Units / Bldg.:	<input type="text"/>
Total Sq. Ft Per Unit:	<input type="text"/>	Conditioned Sq. Ft.:	<input type="text"/>
Type of Heat:	<input type="text"/>	Business Office Hours:	<input type="text"/>
Hours of Operation per Day:	<input type="text"/>	Days per week of Operation:	<input type="text"/>

## Type of Service(s) Requested

### Service Type (Check all that apply)

<input type="checkbox"/> New Permanent Service	<input type="checkbox"/> OH	<input type="checkbox"/> UG
<input type="checkbox"/> Upgraded / Relocated Service	<input type="checkbox"/> OH	<input type="checkbox"/> UG
<input type="checkbox"/> New Temp Service	<input type="checkbox"/> OH	<input type="checkbox"/> UG

## Electric Service Size

NOVEC shall determine and/or approve the location of all NOVEC metering.  
Contact the Metering Supervisor at (703) 392-1607 for further information.

### Service Size (Check Only 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: <input type="text"/> amp			

### Voltage (Check Only One)

<input type="checkbox"/> 1 Phase / 3 Wire 120/240	<input type="checkbox"/> 3 Phase / 4 Wire 120/208
<input type="checkbox"/> 3 Phase / 4 Wire 277/480	<input type="checkbox"/> Primary / High Voltage:

### Service Characteristics

Size of Service Wire: Wire Type:  AL  CU

Number of Wires per Phase:

**Service Termination**

Meter Base       Junction Box       Metering Cabinet       Switchgear

**Lighting (Complete all that apply)**

Interior  KW       Exterior  KW

**Heating & Cooling (Complete all that apply)**

Electric Heat (baseboard):      Qty:       Total:  KW

Heat Pump:      Qty:       Total:   Ton(s) /  KW

Heat Pump Backup System:      Qty:       Total:  KW

Water Heating:      Qty:       Total:  KW

Air Conditioning:      Qty:       Total:   Ton(s) /  KW

Manufacturing Process Cooling / Chillers:      Qty:       Total:   Ton(s) /  KW

Manufacturing Process Electric Heating:      Qty:       Total:  KW

**Motors (Complete all that apply)**

Qty:       Size Each:  HP      1 PH       3 PH        Starts per Day or  Continuous

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**Equipment (Complete all that apply)**

**\* For each motor 10HP and more pg3 must be completed.**

Computers / Office  KW      Refrigeration  KW

Receptacles  KW      Electric Cooking  KW

**On-Site Generation**

Unit Size:  KW      Operating Voltage:  Volts

Unit Fuel Type:

**Customer Signature and Additional Information**

Load data provided must be as complete and accurate as possible. Inaccurate or incomplete data may cause delays in processing.

Customer site plans should accompany completed Commercial Load Data Form.

This form will not be processed without the signature of customer or customer's authorized agent.

**Signature:**       **Date:**

Return this form to: NOVEC Distribution Engineering  
5399 Wellington Branch Drive  
Gainesville, VA 20155

**For Office Use Only - Do not make entries within this section.**

WR Number: \_\_\_\_\_

Designer: \_\_\_\_\_

# MOTOR VARIANCE REQUEST FORM

## 10 Horse Power and Above

Ratings	Description	Value
HP/kW	Motor output (shaft) in HP or kW	<input type="text"/>
kV	Rated Voltage of the motor	<input type="text"/>
FLA	Full load current in Amps	<input type="text"/>
PF%	Power factor @ rated HP and kV	<input type="text"/>
NEMA CODE	NEMA Code letter	<input type="text"/>
PF% (@100%)	Full load power factor	<input type="text"/>
Expected Use	<input type="text"/>	
Motor Sequencing	Do multiple motors start simultaneously? Yes <input type="checkbox"/> No <input type="checkbox"/>	
# of Starts	Expected number of motor starts per day <input type="text"/>	

### Starting Methods

Full Voltage	Does the motor start with across-the-line voltage (yes/no)	<input type="text"/>
Autotransformer	If Applicable, what is the % of transformer tap?	<input type="text"/>
Line Resistors	If Applicable, what is the R and X in Ohms?	<input type="text"/>
Solid State	Does the motor start with solid state soft start? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### Standby Load

Motor Operation	Are all motors used simultaneously	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total H.P.	What is the total H.P. that will run simultaneously?	<input type="text"/>
Motor Type	Synchronous <input type="checkbox"/> Induction <input type="checkbox"/>	