



**Please submit all paperwork to:**  
**Building & Renovation Services**  
 Phone: 1-844-341-6378  
 Fax: 1-844-846-1550  
 Email: BRSLI@PSEG.COM

## Commercial/Industrial JOB NOTIFICATION CHECKLIST/LOAD LETTER

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ CrossStreet: \_\_\_\_\_ Town: \_\_\_\_\_

**Customer Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Builder's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_ Lic#: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

**Electrical Contractor's Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Service Characteristics

- Service Size \_\_\_\_\_ Amperes
  - 1 φ
  - 3 φ
- Voltage \_\_\_\_\_
- Overhead  Underground
- Main Switch Size \_\_\_\_\_ Amps
- Total Sq. Ft. of Building \_\_\_\_\_ Ft

### Load Information (Total Load by Category)

Estimated Monthly Connected Demand (kw/Month)

- Lights \_\_\_\_\_
- Motors \_\_\_\_\_ HP \_\_\_\_\_
- Common area load, including hall lighting, elevators, etc.  
\_\_\_\_\_
- Air Conditioning \_\_\_\_\_
- Refrigeration \_\_\_\_\_
- Computers \_\_\_\_\_
- Welders \_\_\_\_\_
- Miscellaneous Equipment \_\_\_\_\_
- Electric Heating \_\_\_\_\_

TOTAL \_\_\_\_\_ kW

Estimated Monthly Electric Demand

- Less than 7 KW
- 7KW or more
- Over 145 KW (June – Sept)  
or 500 KW (Oct – May)
- Unknown

**\*\*\*A site plan or sketch is required for ALL new Commercial services, please include the following information:**

- Exact Building Location
- Proposed Transformer Pad Location
- Proposed/Existing Subsurface Facilities
- Proposed Cable Route
- Proposed Meter Location