
NEW SERVICE AND RENOVATION REQUIREMENTS

SERVICE LAYOUT:

A service layout is required for all new services, modifications to existing services, and to re-energize a service that has been disconnected at the pole (meter removed) for more than one year.

A service layout is not required when work is being completed beyond the meter. Some examples are panel changes, meter base repairs, or sub-feeding another service from an existing meter.

PROPERTY/SUBDIVISION PLANS:

Property or Subdivision plans must accompany **ALL** service layout applications for new services and line extensions. This is required to assist field technicians in determining:

- Lot lines
- Highway and Secondary road boundaries
- Easement requirements for poles, anchors, and power lines

What are property plans?

- **Registered Plans of Subdivision:** are plans approved under the Planning Act that create buildable lots that conform to zoning. Modern subdivision plans will show lot dimensions and survey “monumentation” (bars) but do not show buildings or other improvements on the property.
- Plans of Subdivision, Condominium Plans, Reference Plans and land title documents can be obtained from the Land Registry Office located at 420 Queen St E (next to Court House) in Sault Ste. Marie. They may be contacted by phone at (705) 253-8887.

SERVICE LAYOUT APPLICATION FORM:

Service Layout application forms are available at our Sackville Road office or can be downloaded from our website (www.algomapower.com). All sections must be complete and all questions answered to ensure there are no delays in processing your request.

If a representative/contractor is to act on your behalf, the authorization section of the Service Layout application must be completed.

APPLICATION FOR GENERAL SERVICE:

For services larger than 200 Amp or 3 Phase services, an Application for General Service must also be completed and returned with the Service Layout application.

If a 400 Amp Self-Contained meter base is to be installed, the Instrument Transformer Data Test Card must be received by API's Meter Department before the service can be connected.

RETURN COMPLETED FORMS TO API:

An appointment for a site visit will be scheduled when the completed Service Layout application and related documentation (Property Plan, General Service application) is returned to our office. The customer/representative **MUST** be present for the site visit. If a return trip is necessary, a fee of \$200.00 will apply.

SITE VISIT REQUIREMENTS:

You should know exactly where your property lines are for the site visit. You will require written authority for your line to cross other private property. See "Agreements Required for Power Lines Crossing Private Property".

The following must be staked prior to the Service Layout site visit:

- Property bars
- Building site
- Pole locations

API requires the location of the meter to be within 10 feet (3 metres) of the driveway. Refer to the Electrical Safety Code for other requirements.

An API technician will attend the site to assess service requirements and determine obligations. An obligation is something that must be completed prior to connection of the service. See below for examples and time frames for completion.

Obligation	Time Frame Required for Approvals
Primary Line Outage	Minimum of 3 weeks
MTO Approval	Up to 2 months
Survey	Up to 5 weeks
Rail	Up to 3 weeks
MNR	Up to 4 weeks
Fisheries and Oceans	Up to 6-8 months
Ontario Provincial Police	Minimum of 1 week notice for planned work.
Bell & Gas Locates	Up to 1 week
Pad-mount Transformer	Up to 30 weeks

CUSTOMER COSTS:

A quotation will be provided to the customer at the site visit for any costs associated with the service connection. The quotation must be signed and dated by the person named on the quotation and returned to our Customer Service Department with payment in full. Due to privacy legislation, API cannot provide site visit quotations to contractors without written consent from the customer. ***Payment must be made by certified cheque or money order with a copy of the quotation attached.***

For existing services that require disconnect/reconnect only, a fee for disconnect/reconnect at the pole will be billed on the customer's electricity account after the work has been completed.

LINE EXTENSIONS:

If a line extension is required to bring power to your property and ownership of the line is to be transferred to Algoma Power Inc., the following steps must be completed:

- Surveyed plans of the property(s) or proposed subdivision must be submitted to API.
- Route reviewed by API.
- Power line designed and staked by API. An engineering fee will be charged for all line design work.
- You may choose to have API or a contractor to build the power line.
- Permissions and registered easements for the line must be obtained by the constructor of the power line.
- Contractors must build to API standards. Copies of API Standards can be obtained from our Sackville Road location in Sault Ste Marie.
- Contractor-built lines must be commissioned by API.
- A Line Transfer Agreement must be signed before the line will be energized.

NOTE: Work is not to begin on the proposed line until API has provided an approved power line design. The customer must provide registered easements for any plant (pole, anchor, wire) to be owned by API on private property. Any associated costs are the responsibility of the customer. Lines crossing private property will be taken over at API's discretion.

AGREEMENTS REQUIRED for POWER LINES CROSSING PRIVATE PROPERTY:

- If you wish to connect to an existing customer owned pole, a shared pole agreement is required between the original owner and the new customer only. API requires a copy of the agreement in order to connect the new service.
- No more than 2 customers may be connected to a private pole. If more than 2 customers, a separate line must be built.
- You cannot add a second transformer to an existing private primary line.
- If you want to cross someone else's property, API requires written authority, permitting such crossing before the service will be connected. The customer is responsible to identify all properties that the line will cross. API strongly recommends that you protect your service line by obtaining a registered easement.

NOTE: It is the customer's responsibility to ensure that all equipment, including pole(s), anchor(s) and service wire, is located within the boundaries of the customer property or to ensure that legal authorization to share poles or cross private property is obtained.

UNDERGROUND SERVICES:

If you prefer not to have a pole and overhead wire on your site, ask your contractor about an underground installation.

For primary underground installations, you will be required to pay a differential cost for the pad-mount transformer.

ELECTRICAL SAFETY AUTHORITY (ESA):

Connection authorization is issued by ESA. The customer is responsible for ensuring proper permits are obtained & inspections scheduled.

ESA contact information:

Phone: 1-877-ESA-SAFE (1-877-372-7233)
1-519-746-3040 (outside Ontario)
Fax: 1-800-667-4278
Website: www.esasafe.com

When the ESA connection authorization is received by API, the service connection is scheduled once all obligations have been satisfied. **Note: This can be up to 15 business days when an outage is required to connect.**

NOTE: It is imperative API be notified of any changes to the approved Service Layout to ensure there are no delays in completing the requested work. If customer obligations are not complete when API crew arrives on site, you will be charged for a return trip.

CUSTOMER OBLIGATION CHECKLIST

- Complete and return Service Layout Application and related documentation to API.
- Site visit by API field technician.
- Contact ESA for permit.
- Service layout signed and returned to API
- Quotation signed and returned with full payment to API (as required).
- Third party approvals received (as required).
- Signed agreements/permissions received by API (pole sharing, private property)(as required).
- Contract signed for new services.
- API/contractor construction work completed (as required).
- Completion of work by your electrician.
- ESA inspection.
- ESA approval received by API Customer Service Department.
- Connection scheduled.