



ACCOUNT # \_\_\_\_\_

**GENERAL SERVICE APPLICATION FORM**

If you are applying for a new commercial or industrial service or assuming an existing one, Algoma Power Inc. (“API”) requires that you submit a written comprehensive list of all electrical service equipment installed at your service location in order to assist the API in providing you with transformation and voltages that are adequate for your needs. Any changes made to the listed equipment must be reported to the API, in writing, immediately.

API will not accept any liability respecting the provision of adequate transformation and voltages if a Customer fails to provide the said comprehensive listing of all electrical service equipment; provides an inaccurate description of such equipment or fails to advise the API, forthwith, of any changes made to such equipment.

The provisions of this notice are in addition to and not in substitution of any of the API’s Conditions of Service, a copy of which may be obtained from API or viewed on the API website at [www.algomapower.com](http://www.algomapower.com)

The Customer acknowledges the receipt and understanding of this notice.

For Individuals:

For Corporations/Partnerships:

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name of Corporation/Partnership

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Authorized Officer/Partner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office use only: \_\_\_\_\_

Date: \_\_\_\_\_

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251 Industrial Park Crescent - Sault Ste Marie ON P6B 5P3  
Telephone 1-705-256-3850 Fax 1-705-253-6476 Toll Free 1-877-457-7378 web page: [www.algomapower.com](http://www.algomapower.com)



# GENERAL SERVICE

Name of Company/Customer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Account Number: \_\_\_\_\_

Service Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Months of Operation: \_\_\_\_\_ Days per Week: \_\_\_\_\_

Daily Operating Hours: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Size of Main Service: \_\_\_\_\_ Amps \_\_\_\_\_ Volts  
 \_\_\_\_\_ 1 Phase \_\_\_\_\_ 3 Phase

Estimated yearly energy consumption (kWh): \_\_\_\_\_

CONNECTED LOAD CONSISTING OF THE FOLLOWING LIST:

	<u>Single Phase</u>	<u>Three Phase</u>
Heating:	_____ kW	_____ kW
Air Conditioning:	_____ kW	_____ kW
Lighting:	_____ kW	_____ kW
Welders:	_____ kVA	_____ kVA
Motors: (add total of all HP)	_____ HP	_____ HP
Largest Motor:	_____ HP	_____ HP
Other:	_____ kW	_____ kW
	_____ kW	_____ kW

List the motors and the equipment they run on the back

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

Estimated Demand: \_\_\_\_\_ kW \_\_\_\_\_ kW

Is Power Factor Corrective Equipment (capacitors) Being Used? \_\_\_\_\_ YES \_\_\_\_\_ NO

Remarks: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## SUMMARY OF MOTORS & EQUIPMENT

UNIT #	TYPE OF EQUIPMENT	MOTOR SIZE (HP)	VOLTAGE	1 or 3 PHASE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

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### Customer Information Package

The customer is responsible for signing a Contract to Purchase Power, arrange for connection fees/deposits if applicable, and select billing method at our office at 2 Sackville Road Suite A, Sault Ste. Marie. All electrical work on private property shall conform to Electrical Safety Code specifications. Plan for pole installations, electrical equipment, etc. should be reviewed by the Electrical Safety Authority (“ESA”). As well, the plans should be submitted for review to API well in advance of any work being done on the property. No connection to API’s system will be permitted until approval of the installation has been given by ESA and connection authorization issued. The location of meter(s), metering cabinet, switchgear, etc., is to be approved by API prior to installation of service entrance equipment. All brushing and/or tree clearing on private property is the responsibility of the customer; minimum guidelines accepted will be those specified by the ESA.

All metering requirements shall adhere to Section 2.3.7 of API’s Conditions of Service. API will normally provide, install, own and maintain revenue-metering equipment at a single point on the supply transformer's low voltage secondary. A central metering system may be used if the multiple secondary requirements can be supplied by a single transformer. Where the Customer owns the primary voltage transformer, primary metering shall be required, unless otherwise approved to by API. Meters and instrument transformers where applicable will be mounted in sockets or in metering cabinets of the proper size based on service size, per attached sheet showing metering socket and cabinet sizes.

Where metering cabinets are required, the Customer shall supply and install the cabinet to API’s specifications. Metering cabinets shall normally be installed indoors, except where otherwise approved by API. Cabinets shall be installed such that they are not less than 0.6m to the bottom and not more than 1.9m to the top of the cabinet as measure from the floor. A minimum safe working space of 1.2m in front of the installation from the floor to the ceiling with a minimum of 2.1m is required. The Customer’s main switch immediately preceding the cabinet shall be installed with provisions for sealing and locking with the handle in the OPEN position and the door closed. The cabinets shall be lockable/sealable complete with detachable back plate that is to be supplied/installed by the customer. The location of the metering panel will be determined by API upon receipt of applicable plan and profile drawings. API will supply and install the appropriate meters on a detachable back plate in the panel.

Where the metering equipment is to be mounted in switchgear, a breaker compartment in the low voltage switchgear must be able to accommodate instrument transformers for the sole purpose of metering. API will supply instrument transformers for services in switchgear up to 600 volts. The type of instrument transformers utilized are subject to the approval of API and must be of revenue accuracy in accordance with Industry Canada requirements. The Customer shall submit the appropriate shop drawings to API for approval.

API shall select the appropriate type of instrument transformer based on the type and location of mounting, rating, accuracy required, and metering connections. API will mount and wire all meters and instrument transformers. The customer will supply, for secondary wiring purposes, a dedicated continuous metallic one-inch conduit or other equivalent continuously enclosed raceway from the metering enclosure to any other enclosure containing instrument transformers. If requested at any time, the customer will provide a communication extension line for purposes of remote metering.

It is the customer's responsibility to clarify any details regarding acceptance by the API, and/or ESA regarding electrical equipment, location, metering, etc. for the service. API's supply of service is often dependent on delivery from suppliers for transformers, metering equipment, etc.; any unexpected delays caused by late deliveries is not API's responsibility.

The metering cabinet shall be CSA approved, painted or galvanized, and constructed of No. 16 gauge (minimum) sheet metal and include a provision for sealing and locking. The dimensions of the metering cabinet will depend of the size of the service. The relationship is as follows:

<b>METER SOCKET AND CABINET SIZES</b>			
<b>Service Size</b>	<b>Voltage</b>	<b>Phase</b>	<b>Meter Socket or Cabinet Size (inches)</b>
Up to 200 Amp	120/240	1	4 terminal
	120/208*	2+N	5 terminal (network)
	120/208	3	7 terminal
	347/600	3	7 terminal
400 Amps & Larger	120/240	1	20 x 30 (horizontal) x 10 <u>or</u> self-contained 400 Amp meter base
	120/208	3	48 x 48 x 12
	347/600	3	
Switchgear	120/208 or 347/600	3	20 x 30 (vertical) x 10
Switchgear Alternative Arrangement	120/208 or 347/600	3	20 x 30 (vertical) x 10 <u>plus</u> 36 x 36 x 12

\* A 5 terminal socket is required when using 2 phases and a neutral off of a 3 phase, 4 wire circuit.

**GENERAL & INDUSTRIAL SERVICES****Customer Information Package****VOLTAGE FLICKER LIMITS**

API shall refer to the International Electrotechnical Commission, IIEC 61000 series of Standards and the CAN-CSA C61000 series of Standards adopted therefrom when establishing maximum permissible voltage flicker from sources such as motor starting or load cycling and resistance welders. API may also refer to suitable IEEE documents and Standards.

**VOLTAGE UNBALANCE LIMITS**

The Customer will be required to correct, at the Customer's expense, a phase unbalance in its load that causes an increase of more than 1.0 % in the voltage unbalance of the system at the point of high voltage supply. API shall define voltage unbalance as the ratio of negative-sequence voltage to positive-sequence, as defined in IEEE Standard 1159.