

STEP CHECK LIST

- 1 Hire a Licensed Electrical Contractor (Optional)
- 2 Determine service size
- 3 Determine service supply
- 4 Determine service route
- 5 Obtain your property plan
- 6 ESA Electrical Permit
- 7 Complete Connection Application and bring to API with Property Plan to schedule site visit.
- 8 Schedule disconnect/reconnect if needed

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Service Upgrade and/or Relocation

Note: According to the Ontario Energy Board Regulations, API cannot perform work on customer infrastructure. Please consult with an electrical contractor for all matters regarding work on private property.

**Getting Connected with
Algoma Power Inc**

YOUR STEP BY STEP GUIDE TO YOUR SERVICE UPGRADE

Prior to Contacting Algoma Power Inc.

STEP 1

You must decide if you're going to do the electrical work yourself or hire a licensed electrical contractor. A list of licensed electrical contractors can be obtained from the Electrical Safety Authority (ESA):

ESA website www.pluginsafely.ca

Phone 1-877-372-7233

STEP 2

What size of service do you require? 100 AMP, 200 AMP or larger? Perhaps you would like to consolidate multiple services into one. If you're not sure what to do, consult with a licensed electrical contractor.

STEP 3

Decide how you are going to supply your service. Overhead or underground? Each property is unique. You will need to decide which is best for you.

STEP 4

If you are relocating the meter, remember to keep the service route in mind. Altering your service route may change your forestry requirements and add cost. The meter must be within 10 feet (3m) of the driveway.



STEP 5

Obtain a Property or Subdivision plan. This is the plan approved for the property under the Planning Act. Plans can be obtained at 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. This plan is required to assist the API Technician in determining the property boundary and the road allowance.

STEP 6

An Electrical Safety Permit is required before any electrical work is started. This includes changes to existing wiring, repairs and replacement of electrical devices. If you are doing the electrical work yourself, contact the Electrical Safety Authority. If you've decided to hire a contractor, the contractor is responsible for obtaining the permit.

Contact Algoma Power Inc.

STEP 7

Once steps 1-6 are complete, it is time to schedule a site visit with an API technician. The Connection Application can be obtained by visiting our office at 2 Sackville Road, Suite A, in Sault Ste Marie, or by visiting our website at www.algomapower.com.

When the completed Connection Application and Property Plan are received by our Customer Service department, a site visit appointment will be scheduled for you. You or your contractor must be present for the site visit.

STEP 8

For a same day disconnect/reconnect, coordination between API and ESA is required. The work must be scheduled with API Customer Service at least one week prior to the requested date. It is a good idea to contact ESA for inspection dates in your area prior to contacting API to schedule your disconnect/reconnect.

API will disconnect your service on the morning requested and will reconnect the same day once your work is complete and ESA has issued a connection authorization to API.