



COMMERCIAL SERVICE APPLICATION FORM

For New Services or Changes to Existing Services

Please ensure the completeness of the required information below to avoid delays.
 Fax the completed form to the Electric Engineering Office in Medicine Hat (403) 502-8061
 Attention: Senior Distribution Engineer or **E-mail** to eleccomm@medicinehat.ca or **mail** to:
 Electric Engineering Department-2172 Brier Park Place N.W., Medicine Hat, Alberta T1C 1S6
 Attention: Senior Distribution Engineer If further information is required **call** 403-529-8270.

- **Electric Utility invoice will be sent to the Applicant named below unless other billing information is provided under ADDITIONAL INFORMATION on Page 3**
- **Typical processing time for service request forms is 4 weeks**
- **Work order issued for construction after payment of invoice. Operations Dept is responsible for scheduling work.**

APPLICANT INFORMATION:

Company: _____	Date Completed: _____
Street/Box: _____	Name: _____
City/Town: _____	Phone: _____
Province: _____	Fax: _____
Postal Code: _____	Cell: _____
	E-mail: _____

ELECTRICAL CONTRACTOR:

Company: _____	Name: _____
Street/Box: _____	Phone: _____
City/Town: _____	Fax: _____
Province: _____	Cell: _____
Postal Code: _____	E-mail: _____

SERVICE LOCATION:

Civic Address (where applicable). Must be correct or application will be returned. Contact City Hall Medicine Hat 529-8232, Town Office Redcliff 548-3618 or Cypress County Office Dunmore 526-2888 to obtain address information:

City: _____	Postal Code: _____	
Rural / Civic Address : _____		
Section Road: _____	Township Road: _____	Range Road: _____
Other: _____		

SERVICE DETAILS:

Date Service Required (ASAP is not a valid date):	
<input type="checkbox"/> New Service	<input type="checkbox"/> Permanent
<input type="checkbox"/> Underground	<input type="checkbox"/> Change to Existing Service:
<input type="checkbox"/> Temporary	<input type="checkbox"/> Overhead
<input type="checkbox"/> relocate existing meter(s) <input type="checkbox"/> add meter(s) <input type="checkbox"/> remove meter(s) <input type="checkbox"/> relocate overhead service underground <input type="checkbox"/> reroute existing underground service cable <input type="checkbox"/> increase supply service main disconnect amperage	<input type="checkbox"/> decrease supply service main disconnect amperage <input type="checkbox"/> increase a sub-service main disconnect amperage <input type="checkbox"/> decrease sub-service main disconnect amperage
SUPPLY VOLTAGE	
Secondary metering available up to 2000 amps. Consult with Utility before completing request form if primary metering is being considered.	
<input type="checkbox"/> 120/240 Volt Single Phase Three Wire	<input type="checkbox"/> 120/208 Volt, Single Phase Three Wire
<input type="checkbox"/> 120/208 Volt, Three Phase Four Wire	<input type="checkbox"/> 277/480 Volt Three Phase Four Wire
<input type="checkbox"/> 347/600 Volt Three Phase Four Wire	<input type="checkbox"/> 13,800/8000 Volt Three Phase Four Wire

MAIN DISCONNECT:

Main Disconnect (AMPS):	<input type="checkbox"/> Breaker	<input type="checkbox"/> Fuse	Type:
Asymmetrical Interrupting Capacity (in 1000's of amps):			

SERVICE CONDUCTOR: maximum conductor size for copper is 500mcm and for aluminum is 750mcm

Conductor Type:	<input type="checkbox"/> Copper <input type="checkbox"/> Aluminum	Assembly Type:	<input type="checkbox"/> Single Conductors <input type="checkbox"/> Teck
Phase Conductor:	Size:	Neutral Conductor:	Size:
	How many:		How many:

CONDUIT:**PRIMARY (100mm diameter): One @ 1.2 meters below final grade**

<input type="checkbox"/> FRE – Direct Buried
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SECONDARY

<input type="checkbox"/> PVC – Rigid	<input type="checkbox"/> PVC – Type 2	<input type="checkbox"/> Direct Buried Secondary Conductors
Number of Secondary Conduits:	<input type="checkbox"/> One	<input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four
Size of Secondary Conduits:	<input type="checkbox"/> 50 mm	<input type="checkbox"/> 75 mm <input type="checkbox"/> 100 mm

METERING

Secondary Metering (600v or less) Unmetered Primary Metering (8000/13,800v)

Number of Meters Required at time of main service connection:

Number of Meters Required for the project when completed:

There will be a charge for any meters installed after the date of service connection.

Transformer Rated Metering Required

(For individual metered services greater than 200 amps CT Cabinet Conductors must be copper with maximum 2 x 500mcm per phase (800 amps).

For services larger than 800 amps buss bar conductors must be used

Type of CT Cabinet Conductor: Cable Buss Bar

Conductors from main disconnect to Current Transformers: Size: _____ How many: _____

Conductors from Current Transformers to customer load: Size: _____ How many: _____

Special Metering Requirements: KYZ Pulses Interval Metering Real Time Service Data

LOAD DETAILS

NEW

EXISTING

TOTAL

Connected KW/kVA: _____

Operating KW/kVA: _____

(Must be completed)

REQUIRED DOCUMENTS:

1. **SITE PLAN:** scaled or dimensioned drawing indicating building location on lot and location of main disconnect in building. Indicate doors and windows on all exterior walls and proposed landscaping in vicinity of building.
ELECTRIC DEPARTMENT WILL INDICATE POINT OF SERVICE AFTER EVALUATING SERVICE REQUEST FORM.
2. **Electrical Drawings:** including one line.
3. **Development Permit:** with correct civic address.
4. **Load Details:** must be provided if requested by the Electric Utility.

INVOICE BILLING INFORMATION IF DIFFERENT FROM APPLICANT INFORMATION:

Company: _____ Name: _____

Street/Box: _____ Phone: _____

City/Town: _____ Fax: _____

Postal Code: _____ E-Mail: _____

COMMENTS / ADDITIONAL INFORMATION:

