



Medicine Hat
The Gas City

Medicine Hat Connect

Our goal is to connect you to the electrical system in a way that is:

- » safe,
- » reliable, and
- » cost-effective.

Getting connected with us is a simple four-step process. Use this timeline to learn what you need to do and what we will be doing during that process.

This guide applies to **commercial services**.

For other types of applications, please visit:

- » Micro Generation:
<https://www.medicinehat.ca/government/departments/utility-distribution-systems/micro-generation>
- » URD Subdivision:
<https://www.medicinehat.ca/government/departments/utility-distribution-systems/subdivisions>
- » Residential Services or Infrastructure Relocation:
<https://www.medicinehat.ca/government/departments/utility-distribution-systems/electric-gas-distribution-services/electric-distribution-services/electric-applications>

Step 1



Project Initiation

You will:

- ✓ Complete and submit an application:
 - email to eleccomm@medicinehat.ca,
 - mail to 2172 Brier Park Place NW
Medicine Hat, Alberta T1C 1S6, or
 - in person to the above address.
 - ✓ Pay a \$500 deposit by mail, in person or by contacting staff at the above address.
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Once we have received your completed application and \$500 deposit, a Utility Distribution Systems (UDS) representative will contact you to:

- » confirm the application is complete, and
- » provide you with a project number.

You will receive an email copy of your receipt.



Estimated Time: 48 hrs

Step 2

Design and Formal Quote

A designer will be assigned to your project and will contact you to discuss the scope and request additional information.

We will complete a site visit within 8 - 14 days from receiving a complete application to:

- » evaluate the site,
- » determine the site work that needs to be completed before construction can be started, and
- » let you know if there are additional approvals, permits, or off-site work required.

Note: Please be aware that one of the most common causes of schedule delays is the permitting and approval process. If your project includes a non-standard approval (e.g. a rail or waterbody crossing), your project may experience delays.

We will:

- » complete a detail design, prepare an estimate and quotation package, and
- » send you the design drawing and quote letter by email.

 Estimated Time: 5 - 6 weeks

Step 2 Continued next page

Step 2

Design and Formal Quote

You will:

- ✓ Review your quote package.
- ✓ Send us the signed quote package.
- ✓ Pay for 20% of the project as detailed in the quote letter.
- ✓ Wait for us to secure the permits and approvals.

Step 3



Construction

You will:

- ✓ Source a construction contractor to complete the civil scope as detailed in the quote letter and drawing.
 - ✓ Ensure your site is graded to within $\pm 150\text{mm}$ of the final grade and property boundaries are marked.
 - ✓ Ensure your site meets the requirements outlined in the quote letter and any additional instructions received from our staff.
 - ✓ Turn your main breaker to the open (OFF) position.
 - ✓ Request inspection by UDS of any civil infrastructure you have built on your property for the project.
 - ✓ Attend on-site start up meeting as required.
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We will:

- » For areas the city will excavate, contact owners of facilities to ensure digging locations are marked.
- » Survey the site for our infrastructure to be installed by UDS.
- » Deliver construction materials.

Step 3 Continued next page


Step 3

Construction

- » Conduct on-site start up meeting with the customer and construction contractor.
- » Start construction on UDS infrastructure.

Once construction has been completed, we will:

- » Perform a final construction inspection and sign off as-built prints.
- » Complete any off-site work.

 Estimated Time: 3 weeks
(after applicant has completed civil work)

Step 4

Energization

You will:

- ✓ Obtain and email a copy of the electrical permit and inspection to elecdist@medicinehat.ca.
- ✓ Ensure the inspection is completed by the electrical inspectors as per the permit requirements.
- ✓ Ensure that the property owner has signed on for utility billing at Medicine Hat City Hall, 580 – 1st Street SE.

Please note that the site will only be energized after the above conditions are met.

- ✓ Submit an energization request to elecdist@medicine.ca.



Estimated Time: 3 days

We will:

- » Review your energization request, once City of Medicine Hat Electric confirms that all men & equipment are clear they will instruct you that you may turn your main breaker to the closed (ON) position.