

## Electrical Service Application

(See back of this form for Additional Information)

<b>Owner or Owner's Rep. Name:</b>		<b>Phone:</b> (    )
<b>Project Name:</b>		
<b>Project Address:</b>		<b>Postal Code</b>
<b>Contact Name:</b>		
<b>Contact Address:</b>		<b>Postal Code</b>
<b>Contact E-Mail:</b>		<b>Cell:</b> (    )
<b>Contact Phone:</b>		<b>Fax:</b> (    )

**1. Service Type Required**

<input type="checkbox"/> 120/240 Volt Single Phase <input type="checkbox"/> 120/208 Volt Three Phase <input type="checkbox"/> 347/600 Volt Three Phase <input type="checkbox"/> Primary 27.6/16 kV <input type="checkbox"/> Temporary (check voltage)	<input type="checkbox"/> Overhead  <input type="checkbox"/> Underground
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**2. Number of Meters**

Single Meter  
 Multiple Meters

**Number of Meters**

100A or less                    \_\_\_\_\_  
 200A                                \_\_\_\_\_  
 greater than 200A            \_\_\_\_\_

**3. PTs and CTs Location**

In Utility Metering Cabinet  
 In Customer Switchgear  
 Not Required

**4. Requested In-Service Date (See Box 4 note on back)**

Month / Day / Year    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**5. Main Service Size**

100 Amp  
 200 Amp  
 400 Amp  
 600 Amp  
 800 Amp  
 1000 Amp  
 1200 Amp  
 Other \_\_\_\_ Amps

**Main Service Conductor**

Size (MCM) \_\_\_\_\_

Type (CU or AL):     CU     AL

Number of conductors per phase:

1     2     3     4  
 Other

**6. Capacity of Main Switch or Breaker**

Maximum rated capacity: \_\_\_\_\_ Amps

**7. Connected kW & Estimated Peak kW Demand (See Box 7 note on back)**

Total Connected kW: \_\_\_\_\_ kW

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

**8. Transformer Ownership – (See Box 8 note on back)**

Utility Owned  
 Customer Owned

**Contact Name** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## **Additional Information**

The information requested on this form must be provided to the Engineering Department along with a site plan drawing showing existing and proposed property lines, existing and proposed building footprints, existing pole locations, proposed electrical room and/or proposed metering location and show how the metering can be accessed. All drawings are to be submitted in AutoCAD Format. For large services where a dedicated transformer will be required, the site plan should also show the proposed transformer location. All transformer locations must be approved by St. Thomas Energy. If new services and meters are being added to an existing main service in an existing commercial or industrial building, a site plan drawing will not be required but a drawing showing the electrical room with the new proposed meter location(s) will be required.

The customer is responsible for the complete service installation cost. To obtain a quotation, sign and return this form with a proposed site plan. When St. Thomas Energy receives payment for the full amount, the work will be scheduled and material will be ordered. If transformers are required, transformer delivery can be up to 14 weeks from the time payment is received. If easements are required, the customer is responsible to obtain any legal registered easements and send a copy to St. Thomas Energy before the service is energized.

All information and drawings submitted to St. Thomas Energy will be protected by the Personal Information Protection & Electronic Documents Act (PIPEDA).

Contact Information:                      St. Thomas Energy Inc.  
   135 Edward Street  
   St. Thomas, Ontario N5P 4A8  
   Attention: Engineering Department  
   Phone: 519-631-5550 ext. 247  
   Fax: 519-631-2243  
   Email: [contact@sttenergy.com](mailto:contact@sttenergy.com)

- Box 1    Select the required secondary voltage. If a customer owned transformer is being installed also check "Primary High Voltage". If this is a temporary service, also check "Temporary". Note that Temporary is a service for special events or construction typically less than a year.
- Box 2    If there are existing multiple services with multiple meters off an existing main service and a new service and meter is being added to the existing main service, only enter the number of new meters.
- Box 3    If required, select where the PTs and CTs will be located. The PTs and CTs can be located in a separate cabinet or in the customer switch gear.
- Box 4    The customer must meet the following requirements before St. Thomas Energy can energize a new electrical service. St. Thomas Energy must receive written notification that all work completed by electrical contractors has been inspected by the Electrical Safety Authority (ESA). The customer must complete St. Thomas Energy's Meter & Service Address Verification Form, sign a Service Agreement Form and pay a security deposit. If the customer chooses to purchase energy from a third party, the customer must make all the required arrangements with the third party and the third party must satisfy all of St. Thomas Energy's requirements. If the customer chooses to purchase energy from a third party, the customer still must sign a Service Agreement Form with St. Thomas Energy and pay a security deposit.
- Box 5    It is the customer or customer's representative responsibility to determine the service size for the proposed connected load and operation. The service size is determined by the rating of the cable or wire supplying the main service breaker or switch. Section 8 of the Ontario Electrical Safety Code outlines the methods used to determine electrical service sizes for buildings. The methods of section 8 determine the electrical service size based on the physical size and type of the building, the amount of connected load, and on the operating schedules of the loads.
- Box 6    Enter the maximum amperage rating of the main switch or breaker being installed. The maximum rating can be higher than the service size. If the capacity or rating of the main switch or breaker is higher than the service size, the breaker protection settings or fuse size will be lowered to accommodate the lower rating of the cable or wire.
- Box 7    The total connected kW is the kW sum of all the equipment connected to the service. The estimated peak kW demand load is the expected peak kW load for the service which will be less than the total connected kW.
- Box 8    Transformers up to 1000 kVA are usually installed and owned by St. Thomas Energy. Transformers larger than 1000 kVA can be installed by St. Thomas Energy but will review each installation on an individual basis. For customer owned transformers, the customer will be responsible for operation, maintenance and replacement of the transformer. Single-phase transformer up to 167 kVA can either be pole mounted or pad-mounted. Three phase transformers up to 300 kVA can either be pole-mounted or pad-mounted. Three Phase transformers over 300 kVA are pad-mounted.