



Commercial Site Id and Service Request Form

Please Fax completed form to: (403) 329-7359

Please note that in order to process any Site Id Request the City of Lethbridge requires a current Electrical Permit.

Owner/Applicant:	Billing Address:	Phone:	Fax Copy of Site Id?
		Fax:	Y / N

Builder/Contractor:	Billing Address:	Phone:	Fax Copy of Site Id?
		Fax:	Y / N

Electrician:	Phone:	Fax Copy of Site Id?
	Fax:	Y / N

Description of Building Type & Usage:
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Site Id	Address	Electrical Permit #:	Temp/Perm Service?	Service Characteristics	Anticipated Energize Request Date:

Prior to applying for your Electrical permit, please contact Infrastructure Services to facilitate electric servicing on schedule.

- Land description (legal address, etc.)
- Site plan with all existing utilities on the site.
- Date that permanent power at the site is required.
- Permanent power requirements. (120/208v or 347/600v, or other)
- What is the size of your main service and calculated peak Demand?
- How many electric meters do you require? (i.e. Multiple bays)
- Will the power alignment be clear of obstruction and within 100mm (4") of final grade?
- During site preparation, will you be installing ducting for electrical wires?

Electricity products and services are competitive in Alberta. You are free to choose a retailer of your choice. Regulated wires services are not dependent upon the retailer you choose.

Commercial Electric Service Requests

The following steps are taken for the installation of electric wires and meters. The process involves many departments and outside agencies. For prompt installation, insure all steps have been taken.

Commercial Installations – *NOTE: Please allow Sixty (60) working days from Initial Contact to Final Connection and Meter Installation.*

- 1. Electric Permit -**
 - City of Lethbridge Development Services. Phone: (403) 320-3830
- 2. Electric Utility, Design Group - (Initial Contact - site electrical requirements)**
 - City of Lethbridge Electric Utility, Design and Administration. Phone: (403) 320-3076
- 3. Electric Utility, Financial Group - (Contracts, Invoicing)**
 - City of Lethbridge Electric Utility, Design and Administration. Phone: (403) 320-3076
- 4. Site ID request - (see Site ID and Service Request Form)**
 - City of Lethbridge ~ Utilities Customer Care. Phone: (403) 320-3111
- 5. Electric Service Request - (see Site ID and Service Request Form)**
 - City of Lethbridge ~ Utilities Customer Care. Phone: (403) 320-3111
- 6. Electric Facilities Construction -**
 - City of Lethbridge Electric Utility, Operations. Phone: (403) 320-3940
- 7. Final Electric Inspection -**
 - City of Lethbridge Development Services. Phone: (403) 320-3830
- 8. Final Connection and Meter Installation -**
 - City of Lethbridge Electric Utility, Operations. Phone: (403) 320-3940