



**CITY OF**  
*Lethbridge*

# Residential 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.**

<b>Owner/Applicant:</b>	<b>Billing Address:</b>	<b>Phone:</b>  <b>Fax:</b>	<b>Fax Copy of Site Id?</b> <b>Y / N</b>
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<b>Builder/Contractor:</b> <i>(If different then above)</i>	<b>Billing Address:</b>	<b>Phone:</b>  <b>Fax:</b>	<b>Fax Copy of Site Id?</b> <b>Y / N</b>
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<b>Electrician:</b>	<b>Phone:</b>  <b>Fax:</b>	<b>Fax Copy of Site Id?</b> <b>Y / N</b>
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Description of Dwelling: (Single Family, Duplex, Triplex, Condo etc.)
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**Please Use One Form Per Builder If Submitting Multiple Site Requests**

Site Id <small>(To be completed by CoL)</small>	Address	Electrical Permit #:	Service Characteristics	Site to be Enrolled with the City?	Anticipated Energize Request Date:

**Please Note That In Order To Process Any Site Id Requests The City of Lethbridge Requires A Current Electrical Permit.**

To increase installation efficiency, the Electric Utility, ATCO Gas, Shaw Cable, and Telus work together to service all new residential lots. On lots where Gas and Electrical distribution lines are on opposite sides of your property, ATCO Gas may be installed separately and the Electric Utility will install the other three party utilities when we receive the electric inspection report.

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. Find more information on Electrical Retailers in Alberta at <http://www.ucahelps.gov.ab.ca>

## **Residential 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.**

**Residential Installations** ~ *NOTE: Please allow ten (10) working days from Final Inspection to Wires and Meter Installation.*

- 1. Electric Permit -**
  - City of Lethbridge Development Services. Phone: (403) 320-3830
- 2. Site ID request - (see Site ID and Service Request Form)**
  - City of Lethbridge Utility Customer Care. Phone: (403) 320-3111
- 3. Electric Service Request - (see Site ID and Service Request Form)**
  - City of Lethbridge Utility Customer Care. Phone: (403) 320-3111
- 4. Natural Gas Installation Request -**
  - Atco Gas, 410 - Stafford Drive North. Phone (403) 310-5678
- 5. Final Electric Inspection -**
  - City of Lethbridge Development Services. Phone: (403) 320-3830
- 6. Wires and Meter Installation -**
  - City of Lethbridge Electric Utility, Operations. Phone: (403) 320-3940
- 7. Electric Utility, Financial Group - (Invoicing)**
  - City of Lethbridge Electric Utility, Design and Administration. Phone: (403) 320-3076