

# ELECTRICAL SERVICE REQUESTS

*\*Note: Depending on volume and complexity of work, timelines are approximate only and steps may vary*

January // 2025

Applying for a service is quick and easy. Our new service portal will allow you to apply on-line and follow along with the steps of your servicing

Here are the steps in order to get service:

## 1. APPLY EARLY IN THE PLANNING STAGE

We'll need a site plan with your request. Drawing your site plan to scale will help us figure out the quote and design. In your application and site map, provide as much detail of your request and identify any site conditions that could affect the installation/location of our facilities. This could include:

- site entrances
- steep terrain
- rocks
- concrete
- underground structures
- traffic lanes
- future considerations

Once you submit your request you will receive a confirmation number. We will review your request and contact you with your notification number and request any further details or documents about your request. Ensure that you provide any further documentation in a timely manner in order to serve you. Your notification number will be

used as a reference so be sure to keep it handy.

## 2. VERBAL QUOTE (1-7 DAYS)

We'll contact you with a budgetary cost and discuss any routing and design criteria. We will proceed with your verbal acceptance.

## 3. FIELD CHECK (1-7 DAYS)

We'll come check the site and determine the details of your request. We'll cover:

- routing
- transformer location
- work to do
- other concerns you have

## 4. DESIGN (7-14 DAYS)

After visiting the site we'll prepare a design. Once we're done, we'll have you review it as part of the written quote. Any other documents that need signing from yourself such as easements will be included with the design.

## 5. WRITTEN QUOTE (1-2 DAYS)

You'll get a written quote along with all the paperwork you'll need to sign.

# ELECTRICAL SERVICE REQUESTS

*\*Note: Depending on volume and complexity of work, timelines are approximate only and steps may vary*

January // 2025

## 6. CONFIRMATION

You have 60 days to confirm the quotes. To stay on schedule, please sign and return back as soon as you can.

We need confirmation in writing as well as any down payment that's stated. We'll also need you to confirm the timeline and the date your site will be ready for construction.

After you have approved, changes made to the design may result in extra charges. Any change may also impact the construction schedule.

## 7. LAND APPROVALS (10-30+ DAYS)

Before we start, we need to secure land approvals. We'll work with municipalities, third parties and other utilities services. We do everything we can to secure land approvals, but we cannot guarantee anything and the request will go back to design. A redesign may result in extra charges.

All approvals must be in place before construction. All timelines for approvals vary. Some examples and timelines of land approvals we may need before beginning work are:

- phone or cable lines: 1-2 weeks

- removal of trees or bushes: 2-3 weeks
- easement approvals: 2-3 weeks
- environmental considerations: 4-6 weeks
- pipeline approvals: 5-6 weeks
- railway crossings: 6-8 weeks
- municipality input: up to 1 month

Once we receive all the permitting, we'll tentatively schedule construction.

## 8. PLANNING

Before construction, we'll need to ensure the site is ready for construction. We'll visit the site and ensure the following:

- the site is within 150mm (six inches of finished grade)
- the service route is clear of obstacles
- that any removal of trees or brush as indicated on your mapping is completed
- ensuring your electrical work is completed (as applicable)
- any other site work indicated in the site check and/or quote letter

# ELECTRICAL SERVICE REQUESTS

*\*Note: Depending on volume and complexity of work, timelines are approximate only and steps may vary*

January // 2025

You will be responsible for ensuring these conditions are met to keep the schedule on track. Once we determine the site is ready we will schedule for construction.

## **9. CONSTRUCTION (10-30+ DAYS)**

We're ready to get to work! We will bring all tools and material needed for service and the ownership of these items will remain with us.

We've called Sask 1st Call and scheduled the crew. When we're done, you'll get an invoice for the construction charges. You will be responsible for the refinishing of the Site following the completion of the Work as indicated on your quote (ex. Repairing gravel surfaces, levelling and re-seeding, repair of pavement surfaces and repair of subsequent wash outs).

Start the process today!