



## **Request for New Electrical Service or Service Upgrades- How to Steps**

For any questions, please follow the Example form with the description being in numeric order.

1. Indicate the name of the project or the customer's Name that the service is for.
2. Indicate the address at which the requested work is for. If this is a new build in a new subdivision, please provide the lot # as well.
3. Indicate who we are to send the invoice to and provide their name, mailing address, phone # & correct email address. This is who we will send the Estimate to for payment in order to be booked. *\*Please Note- the Estimate will indicate any work that will need to be completed by the customer/contractor prior to us connecting the service\**
4. Indicate who the Contractor/Electrician will be for the job & put contact name, phone #, email & fax is applicable. We need to communicate with the electrician in order to ensure all requirements of the Estimate have been met.
5. Indicate if the customer, who will be responsible for monthly billing, is an existing customer of Westario & indicate the account #.
6. Circle who will be responsible for the monthly service once the service is connected. If it is a contractor & the Declaration for Service has been signed and received, no further action is required. If it is a contractor that has not signed the Declaration or a Customer, a Move-In form will need to be completed.  
<https://westario.com/residential/forms-applications/move-in/>
7. Indicate the service details and service type by checking the boxes. Enter in the anticipated demand load if known or applicable.
8. Indicate the existing service it this is for an upgrade, as well as the proposed service. If this is for a new service, please just complete the proposed service. Your electrician will be able to answer these questions.
9. Complete a drawing of the proposed footprint and location of the meter base. Please mark clearly and details pertaining to the service that will need to be known. *\*Please Note- drawing do not need to be this detailed, just as long as they are clear and state the details.\**
10. Indicate if the connection is requiring a single meter, or multiple meters. Multiple meters would refer to a duplex, triplex, or multi-unit residence or commercial space. If you are needing multiple meters, please indicate how many under the Quantity of Meter Installations.
11. Indicate the preferred date of service connection if known. This date will be determined by the readiness of the contractors and the availability of the schedule. It does however help with planning and execution later on.
12. Please enter any other comments that could help with the drafting of the estimate and layout by the Engineer Technicians.
13. The person submitting the form is to sign and date the form before sending it through.
14. Please submit the request form by either Mail, fax, email, or in Person. *\*Please Note- Email is typically the quickest turnaround time.\**



Request for New Electrical Service or Service Upgrades

Residential, Commercial, Industrial, Institutional, and Multi-Residential Customers
Please complete and send to Westario Power - Engineering Dept.

Customer/Project Name: (1) Example Builders Inc.
Project Location: (2) 123 Example St, Port Elgin
Send Estimate/Invoice to: John Example Email: john.example@example.com
Billing Address: 789 Example St, Port Elgin NOH 2C0 Phone #: 519-555-5555
Contractor/Electrician: Doe Electric
Contact Name: John Doe Telephone: 519-555-6666
Email: john.doe@exaple.com Fax: 519-555-6665
Existing Customer: [X] YES [ ] No If YES, Account #: 12345-001 or 12345678
If NO, Customer Name: Phone#: Email:
Who will be responsible for the monthly service bills once Energized: (Please Circle) Contractor / Customer

Service Request Details
Service Details (check one): [ ] Service Upgrade [X] New Service Anticipated Demand Load:
Service Type (check one): [ ] Overhead [X] Underground kVA
Existing Service: Amps: Volts: Phase: Wire:
Proposed Service: Amps: 200A Volts: 120/240V Phase: 1 Wire: 3
A footprint of building with meter base location(s) to be drawn and completed by a Licensed Electrical Contractor or their legal representative prior to service connection.

(9) Diagram of house with labels: Driveway, Right side of house, Underground to Pole
(10) Metering Type (check one only [X])
[X] Single Meter
[ ] Multiple Meters
Quantity of Meter Installations
100A or less:
101A to 200A:
more than 200A:

In-Service Date
Preferred In-Service Date MONTH March DAY 01 YEAR 2020

Comments

(13) Signature: John Example Date: Jan 1, 2020
Name: John Example Title: Owner

Mailing Address & Drop Box Location: Engineering Dept., Westario Power Inc., 24 Eastridge Road, Walkerton, ON N0G 2V0
Phone Inquiries: 519-507-6937 (Monday to Friday from 8:00 am to 4:00 pm)
Fax: 519-507-6790
Email: engineering@westario.com Web Site: www.westario.com