

Advice to Electrical Contractors

In order to avoid unnecessary delays in the delivery of services, ensure that the Electrical Specification document is properly completed.

Follow these steps to enable the smooth and efficient processing of your client's application:

1. All address information must be complete and accurate.
General location descriptions such as "East Street" or directions that are not specific will delay the effective processing of your clients application.
2. The building permit number should be clearly posted at the job site.
3. Though not included on the form, you are advised to provide a telephone contact for the property owner, written on the application.
4. Load information is critical to providing for your clients electricity needs, therefore it must be included in the Specification. This information includes Voltage, Phasing, Max Demand, Details of Load, Main switch Sizes, etc.
5. Applications will not be processed unless all Ministry of Works approvals have been granted.
6. Ensure that each service in a multi-service installation, a separate Electrical Permit application is submitted per unit.

**GET YOUR PAPERWORK SUBMITTED AS EARLY IN THE PROCESS AS POSSIBLE.
IF IN DOUBT DON'T MAKE ASSUMPTIONS FOR THIS CAN BE COSTLY FOR YOU AND YOUR CUSTOMER.
CONTACT US IN ADVANCE TO AVOID FUTURE COMPLICATIONS AND DELAYS.**