

> LOAD SUMMARY FORM – APPENDIX A

Please complete this form prior to establishing service details.

This form is referenced in Hydro Ottawa's Conditions of Service found at hydroottawa.com/cos.

Questions? Please contact the Service Desk at 613-738-6400, option 4. Our representatives are available weekdays between 8 a.m. and 4 p.m. (excluding statutory holidays).

Form submission instructions are indicated at the end of this document.

**Indicates Mandatory Field*

> BUILDING INFORMATION

Building Name*: _____ Building Use*: _____

Building Address*: _____ Total Area* (m²): _____

Building Owner's Name*: _____ Electrical Consultant's Name*: _____ Electrical Contractor's Name*: _____

Phone Number*: _____ Phone Number*: _____ Phone Number*: _____

Is the building air conditioned?* Yes No

Is the building an apartment building?* Yes No

If yes, please indicate the following:

• Number of apartments: _____

• Area for commercial use (m²): _____

Date Permanent Power Needed* (yyyy/mm/dd): _____

	120 / 240V	120 / 208V	347 / 600V ³	Other
Connected Load – Lighting (kW)				
Estimated Receptacle Load (kW)				
Space Heating – Total Electric (kW)				
Total Electric Water Heating (kW)				
Total Electric Duct Heating (kW)				
Total Connected Ramp Heating (kW)				
Kitchen Equipment – Commercial (kW)				
Total HP Air Conditioning Equipment ¹				
Total HP Ventilating Motors ¹				
Total HP Boilers' Heating Pumps ¹				
Total HP Elevator Motors ¹				
Total HP Manufacturing Process Motors				
Total HP, Other Motors ¹				
Other Loads Not Listed ²				
No. Parking Space Outlets (kW)				
No. Electric Dryers (kW)				
No. Electric Ranges (kW)				
Total Connected Load				
Total kW of Standby Generation				
Total kW of Embedded Generation				

NOTES:

¹ The installation of motors on 4 kV systems requires permission from Hydro Ottawa's Operations division. Refer to ECG0008.

² List secondary voltage loads that need to be supplied.

³ A fourth wire is required for all 600V services, a seven Jaw Meter Base for 200A or less and a thirteen Jaw Meter Base for 400A or greater.

⁴ Attach Peak Load Controller details.

⁵ Contact Hydro Ottawa regarding any future load increases not specified in this application. If an adjustable breaker is installed, contact Hydro Ottawa prior to adjusting for capacity increases.

General Information⁵			
A) Estimated Building Demand (by code) (kW)			
B) Size of Main Secondary Switch or Breaker		(A) <input type="checkbox"/> 80% rated <input type="checkbox"/> 100% rated	(V)
C) Size of Main Secondary: <input type="checkbox"/> Fuse <input type="checkbox"/> Breaker		(A)	(V)
D) Peak Load Controller Used: <input type="checkbox"/> Yes <input type="checkbox"/> No		Make and Model ⁴	
Electric Vehicles			
E) Electric Vehicle Charging		(A)	(V) Level
F) Number of Chargers			
Energy Resource Facility (ERF)			
G) Generator – Operating Current and Voltage		(A)	(V) <input type="checkbox"/> DC <input type="checkbox"/> AC
H) Generator – Rated Open Source Voltage			
I) Rating of Generation Source Array (DC kW)			
J) Rating of Inverter (AC kW)			
K) ERF System Disconnect Switch		(A)	(V)
L) Maximum Fuse Size of ERF System Disconnect Switch			
M) Size of Electrical Storage (kW)			
Residential		Commercial / Industrial / Agricultural	
<input type="checkbox"/> Single Family	Number of Units:	<input type="checkbox"/> Apartment/Condominium	Number of Units:
<input type="checkbox"/> Duplex/Semi	Number of Units:	<input type="checkbox"/> Other	Number of Units:
<input type="checkbox"/> Townhome	Number of Units:	<input type="checkbox"/> Other	Number of Units:
<input type="checkbox"/> Stacked Townhome	Number of Units:	<input type="checkbox"/> Other	Number of Units:
Do you plan to take full capacity upon initial permanent service energization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, over how many months do you plan to ramp up load?			

Additional Notes:

> APPLICANT INFORMATION

Name*: _____ Company Name*: _____

Signed*: _____ Date* (yyyy/mm/dd): _____

> FORM SUBMISSION

Once completed, please submit your form to Hydro Ottawa using one of the methods listed below.

Email: servicedesk@hydroottawa.com

Fax: 613-221-5977

Mail: Hydro Ottawa Limited, 3025 Albion Road North, Box 8700, Ottawa, ON K1G 3S4
Attn: Service Desk/Distribution Design – Load Summary Form – Appendix A

Hydro Ottawa Use Only			
Transformer Size:	_____ kVA	Primary Voltage:	_____ kV
		Secondary Voltage:	_____ V
Transformer Supplied By:	<input type="checkbox"/> Hydro Ottawa <input type="checkbox"/> Customer		