

# SCHEDULE "P"



Town of Cardston

## **Reconnection Authorization**

Electrical Distribution System Operational Documents



## Attachments:

**Schedule “P” – Reconnection Authorization Form.**







# RECONNECTION AUTHORIZATION FORM

All sections of this form must be completed.

## SECTION A – OWNER/TENANT DECLARATION

Name: \_\_\_\_\_ Customer I.D.\* \_\_\_\_\_  
*\*Town of Cardston PLT to confirm*

Address: \_\_\_\_\_

Site ID Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Telephone: Residential: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

I, the undersigned, in consideration of Town of Cardston reconnecting the electrical service, hereby: (1) represent and warrant to Town of Cardston that I have powers and authority of ownership; (2) acknowledge that I have read the Temporary Disconnection/Reconnection of Electrical Service Procedure; (3) acknowledge that I have instructed Town of Cardston to reconnect the electrical service; (4) acknowledge and agree that Town of Cardston assumes no liability, obligation no responsibility for the adequacy and/or safety of the work performed on the electrical service and/or for any loss, damage and/or injury that may result from reconnection of the service; (5) on behalf of myself and my heirs, representatives and successors, remise, release and forever discharge Town of Cardston and its officers, directors, employees, agents representatives, insurers and successors (collectively, the "Releasees") of and from any and all actions, causes of action claims, counterclaims, demands, damages, costs, expenses and compensation of any kind which I have, or may have in the future, in any way resulting or arising from the work performed on the electrical service and/or reconnection of the electrical service; and (6) covenant and agree to indemnify and hold harmless the Releasees for all losses, damages, costs and expenses which may be suffered as a result of the work performed on the electrical service and/or reconnection of the electrical service.

Date: \_\_\_\_\_ Owner/Tenant Signature: \_\_\_\_\_

*PLEASE NOTE: Town of Cardston and its customers are bound by the current customer terms and conditions of distribution access service (see www.cardston.ca/government/municipal-services/electrical).*

## SECTION B – SERVICE DETAILS

*This section shall be completed by the person performing the work. Both old and new service type must be checked.*

<b>CATEGORY of Service</b>	<b>TYPE of Service</b>	<b>OLD Service</b>	<b>NEW Service</b>
Residential..... <input type="checkbox"/>	Overhead..... <input type="checkbox"/>	Rating: _____	Rating: _____
Farm..... <input type="checkbox"/>	Underground..... <input type="checkbox"/>	Single Phase..... <input type="checkbox"/>	Single Phase..... <input type="checkbox"/>
Commercial..... <input type="checkbox"/>		Three Phase..... <input type="checkbox"/>	Three Phase..... <input type="checkbox"/>
		Amperage: _____	Amperage: _____

Description of service equipment damaged and/or replaced (*check as required*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service Mast Damage    
Meter Socket Damage    
Main Switch Damage

## SECTION C – ELECTRICIAN/OWNER DECLARATION

*This section shall be completed and signed by the person performing the work.*

Electrician\*\*: \_\_\_\_\_ Registration Number: \_\_\_\_\_  
*Owner/Tenant to confirm\*\**

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: Alberta Postal Code: \_\_\_\_\_

Telephone: Residential: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

\*\* Check this box if the work was performed by the owner described in Section A:

I, the undersigned, hereby certify to Town of Cardston and to the owner that:

- (1) only repair work to correct the damage identified above has been performed on this electrical service; and
- (2) no change was made to the ratings and/or characteristics of the electrical installation (*strike this line if not applicable*); and
- (3) the work referenced above has been completed and conforms in all aspects with applicable codes, standards and regulations including, without limiting the generality of the foregoing, the *Safety Codes Act* of Alberta.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*\*\*\* PLEASE NOTE: The owner/tenant is responsible for confirming the electrician's registration number. It is in the owner/tenant's best interests to confirm the electrician's registration number.*

**Purpose:**

This procedure outlines the actions to be taken by owners and electrical contractors when performing planned or unplanned repair work on electrical services.

**Scope:**

This procedure applies to all owners and all electrical contractors, their employees and sub-contractors when working on electrical services that are or will be supplied from Town of Cardston. Electrical contractors are responsible for ensuring the information in this procedure is communicated to their employees and sub-contractors.

**Permit:**

A permit in the electrical discipline is required to install, alter or add to an electrical system. Some exceptions apply, as per the Safety Codes Act (Alberta), Permit Regulation, section 8(2).

**Definitions:****In this procedure:**

- "electrician" — means a person who holds a trade certificate or equivalent in the electrician trade acceptable under the Apprenticeship and Industry Training Act (Alberta);
- "owner" — includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
- "permit issuer" — means a safety codes officer or a person designated to issue permits pursuant to section 44 of the Safety Codes Act (Alberta);
- "planned/unplanned work (no permit required)" — means electrical repair work on customer-owned equipment where the failed equipment must be repaired or replaced without modifying the ratings or characteristics of the electrical installation; and
- "planned/unplanned work (permit required)" — means electrical repair work on customer-owned equipment where the failed equipment must be replaced and modifies the ratings or characteristics of the electrical installation.

**Procedures:**

All planned or unplanned work must be carried out by a qualified electrician or as required under article 9(1) of the Permit Regulation document AR 204/2007. It is in the owner's best interests to confirm the electrician's registration number.

**Disconnection of Service**

- The disconnection of service must be arranged with Town of Cardston by contacting 403-653-5672
- An electrician may request Town of Cardston's permission for such electrician to temporarily disconnect a customer's service for maintenance. Town of Cardston may, at its discretion, grant such permission if the electrician has: (1) identified the customer name and meter number of the service to be disconnected along with expected reconnection date and time; (2) confirmed that the electrician has been trained by Town of Cardston in the disconnection of electrical service; and (3) acknowledged that such disconnection by the electrician and maintenance by the electrician are at the electrician's sole risk.

**Reconnection of Service**

- Reconnection of service must be arranged with Town of Cardston by contacting 403-653-5672.
- An electrician who disconnected the service by removing the meter may re-install the same meter after receiving prior approval from Town of Cardston. Should the disconnection be completed by the electrician at the weatherhead, Town of Cardston MUST do the reconnection.
- For planned/unplanned work on an electrical service where the ratings of the equipment has been modified and requires a permit, the permit must be provided to Town of Cardston prior to the reconnection.
- Should it be impractical to obtain a permit for unplanned work (i.e., weekend, statutory holiday or after normal hours), the Town of Cardston Reconnection Authorization Form releases Town of Cardston from any and all liability for loss, damage or injury which may be suffered as a result of the reconnection.
- When service is reconnected without a permit from an approved permit issuer, the electrician or owner must obtain a permit and forward the same to Town of Cardston on the next business day where practical (otherwise, as soon as possible thereafter).
- Failure to obtain a permit and forward the same to Town of Cardston as noted above may result in customer notification and disconnection of service.
- For planned/unplanned repair work on an electrical service where the ratings of the equipment has not been modified, and a permit is not required, Town of Cardston may, at its discretion, reconnect service without a permit if the owner and, if applicable, the electrician sign a Reconnection Authorization Form releasing Town of Cardston from any liability for loss, damage or injury which may be suffered as a result of the reconnection.

Prior to requesting a reconnect, the electrician or owner must ensure the main switch at the customer panel is placed in the open position, properly wired and enclose.