



ELECTRIC UTILITY  
NEW UNDERGROUND SERVICE  
CONNECTION CHECKLIST

penticton.ca

SERVICE ADDRESS: \_\_\_\_\_

≤200A       1Ph

>200A       3Ph

Voltage: \_\_\_\_\_ / \_\_\_\_\_

Conductor size: \_\_\_\_\_

- Paid connection fee at City Yards or City Hall.
- Accounts signed on for at City Hall.
- Technical Safety BC electrical permit is on site or sent to office when completed and ready for energization.
- Area is clear around the lateral pole for the City of Penticton (COP) aerial truck to gain access.
- Transformer or service box is clear with no debris or building material within 2m (6.5 feet).
- The first 3 meters of rigid PVC conduit on the pole is straight and in the proper location on the stand off bracket.
- Underground service conductor is installed by contractor with adequate length for terminations.
- Meter base is within 1.5m and 1.8m (5-6 feet) above final ground level and provisions are provided for unobstructed access. LSDA (Locksmith Dealers of America) key access is required for meters in premises that are secured or locked.
- Customer owned conduit/conductors must be on private property (see Note 2).
- All ducts entering service boxes or transformers are cut off at 3" above the subgrade.
- Underground service conduit/conductors are customer supplied and installed from secondary box or utility connection point to meter base. Conduit and conductors on private property must meet Canadian Electric Code (CEC) (see Note 6).
- Multiple meter bases are labeled with a valid address, as assigned by the City of Penticton with a permanent non-fading legible label.

**SERVICE CONNECTION WILL BE REFUSED AND A CALL BACK CHARGE WILL BE LEVIED FOR ANY DEFICIENT SERVICES**

Electrical Company: \_\_\_\_\_ Name: \_\_\_\_\_

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

(SEE NEXT PAGE FOR KEY NOTES)

*NOTES:*

1. This checklist must be completed and submitted to COP Electrical before connection.
2. Customer owned conduit/conductors must be on private property except for the 1.2 meter section tying into the COP service box or up to the secondary point on the pole.
3. Customers must have COP approval before attaching to poles or installing conduit on City Property. Schedule F application will be required when digging in COP right-of-way. (contact 250-490-2500 [or LINK](#))
4. CUSTOMER INSTALLED CIVIL INFRASTRUCTURE ON CITY PROPERTY MUST BE INSPECTED BEFORE CONCRETE IS INSTALLED AND SERVICE CONNECTED.
5. All City owned infrastructure on City and Private Property including High Voltage primary must conform to the COP Construction Standards. The latest can be found at:  
<https://www.penticton.ca/EN/main/departments/electricity/contractors.html>
6. **Single phase services  $\leq 200A$** 
  - a. **Connections to a service box:** The customer is responsible to supply and install all conduit and conductors from the meter base to the City supplied and installed service box. The portion on private property must conform to the latest CEC standards, the portion on City property must conform to COP Construction Standards.
  - b. **Connections to a pole:** The customer is responsible to supply and install all conduit and conductors from the meter base to the pole. This includes a J Bend, the first 3 meters of rigid PVC on a city supplied standoff bracket and sufficient conductors to connect to the secondary point on the pole. The COP will supply the standoff brackets, straps, install the last 6 meters of customer supplied rigid PVC, weatherhead on the pole and connect the conductors to the bus. The portion on private property must conform to the latest CEC standards, the portion on City property must conform to COP Construction Standards.
7. **Single phase services  $>200A$  and all 3 phase services**
  - a. **All Connections:** At their cost, the customer is responsible for all infrastructure including poles, transformers, civil work, service boxes, vaults and secondary conductors to the COP attachment points. All City owned infrastructure on City and Private Property including High Voltage primary must conform to the COP Construction Standards.
8. A weatherhead is required if the service is fed directly from the pole (no service box).
9. Services from transformers or locked service bases will require prior notice to arrange for a COP representative to open and make ready for contractor to install conductors.