

# Service Requests

## Connecting you to safe and reliable electricity

Planning on building a new home, barn or shop? Need to change, upgrade or relocate your service? Call us at 1-800-668-2248 or visit your local office to apply for new power services or make changes to an existing service. Step by step, we'll work with you to meet your electrical needs in a safe and timely manner. **Please note:** To reconnect or disconnect an existing service, call your electricity retailer.

### 1 Apply

Apply by phone or in person. To get started, we'll need:

- Legal land description
- Detailed site plan
- Voltage and service size you require

Once we receive your request, a Customer Connection Expeditor may contact you for more details.

### 2 Design & Proposal

The Expeditor will design your service and prepare your proposal. They'll contact you to discuss the proposal and next steps, and answer any questions you have.

### 3 External Approvals

If you decide to proceed, we'll notify necessary third parties, such as municipalities and other utilities, and obtain any approvals required for work on land or facilities not owned by you.

### 4 Construction

Once we have all the required approvals in hand, we're ready to get to work. The Construction Lead will coordinate materials, schedule the crew, notify neighbouring customers of possible outages and complete the construction.

### 5 Connection

We'll install an electric meter and begin delivering power. Before we can energize your site, you'll need to:

- Ensure your meter base is installed and ready for connection (if needed). More information will be provided with your proposal.
- Call your chosen retailer to enrol and request energization. For a list of registered retailers, visit [ucahelps.gov.ab.ca](http://ucahelps.gov.ab.ca) or call 310-4455 (toll free).
- Obtain an electrical permit and provide us a copy. For information about obtaining a permit, contact your municipal planning office.

**Note:** We can connect your site immediately after construction if you've already provided your permit and we've received an energize request from your retailer.