

# Installing a new electrical service to your home or business: a step-by-step guide

**ATCO Electric**  
YUKON

**ALWAYS THERE.  
ANYWHERE.**

## Site Visit

If you approve the ballpark estimate, you will be asked to pay a survey deposit. This allows our team to continue to work on your design and construction plan.

You will also be asked to either meet with an ATCO Electric Yukon representative at the location of the new service or to allow one of our representatives to visit the site to finalize the route of the new power line and stake and flag the area for any brushing that is required.

## Approvals

ATCO Electric Yukon will apply for permits needed prior to construction. Common approval timelines:

Power outages	.....	2 weeks
Highway Permit	....	2 - 4 weeks
YESAB	.....	6 - 8 weeks
Land Use	.....	2 weeks after YESAB aprvl
Pipelines	.....	4 - 8 weeks
Water Crossing	.....	4 - 8 weeks

This would be a good time for you to speak to your electrician about obtaining an electrical permit for work done on the customer side of the meter. ATCO Electric Yukon will need an Electrical Connect Authorization from the Yukon government before connecting power to your new service.

## Support

We will read the meter at your site each month and you will be billed for the amount of energy used.

Our team of Customer Service Advisors is available Monday to Friday, 8 a.m. to 5 p.m. to answer questions, share electricity-conservation tips and help you with your future electrical needs.

### Power out? Call us at 633-7000

Our crews are on-call 24/7 to respond to power outages and electrical emergencies.

1

## Apply

Call **ATCO Electric Yukon at 633-7000** or visit one of our offices to apply for service. We will prepare a ballpark estimate of the project for you that will include a preliminary design sketch and brushing requirements.

You will be asked for the following:

- Legal Land Description of the site
- Date you need power at the site
- Estimated amount of power required at the site
- Your electrician's contact information

2

3

## Design

We will design the electrical service and prepare a final estimate for the cost of the new service.

If you approve the final estimate, you will be asked to pay the customer portion of the new service before ATCO Electric Yukon will order materials and seek external approvals and permits. ATCO Electric Yukon will invest in the rest.

We will set-up your site's premise ID and billing account once payment is received.

4

5

## Construct

We will schedule and build your new service once: all materials arrive, all external approvals are received, and brushing on customer property at the project site is completed by the customer.

6

## Energize

Once the Electrical Connect Authorization described in Step 4 is obtained, ATCO Electric Yukon will install an electricity meter at your site, energize it and begin delivering power to you.

7

## Checklist Included!

See the back of this page for a handy checklist to help track all of the key milestones of your project.



# Get a home or business connected!

Building a new electrical service is like any other construction project. Every project is unique and involves a lot of moving parts and different work groups. The time it takes to complete each step depends on the type and complexity of the project. Most times, obtaining external approvals and permits is the most time-consuming part of the project.

The following highlights the steps required to build your new service. Contact us early in your planning. The Yukon's cold, long winters can sometimes cause shorter construction seasons than we would like, so the sooner we know of your plans, the sooner we can work together to make sure you get the power you need, where and when you need it.

Call ATCO Electric Yukon		Date:	
ATCO Electric Yukon Contact			
Name:	Number:	Email:	
Receive and approve ballpark estimate			
File #:	Estimate:	Approval Date:	
Pay survey deposit			
Amount:	Date:	Cheque #:	
Meet ATCO Electric Yukon on-site			
Date:		Time:	
Receive and approve final estimate			
Y#:	Estimate:	Approval Date:	
Pay customer contribution			
Amount:	Date:	Cheque #:	
External permits and approval needed (being sought by ATCO Electric Yukon)			
Types:			
Complete on-site brushing on my property	Date:	Ask electrician to get electrical permit	Date:
Construction Started	Date:	Electrical permit received by ATCO	Date:
Construction Completed	Date:	Meter install scheduled	Date: