HOW TO APPLY FOR ELECTRICAL SERVICE FOR YOUR LANEWAY HOUSE IN THE CITY OF VANCOUVER

CONTACT BC HYDRO BEFORE YOU START DESIGNING A LANEWAY HOUSE. IT COULD SAVE YOU TIME AND MONEY!

This document is intended for the use of the property owner or the party acting on behalf of the property owner who makes application to BC Hydro for electrical service to a Laneway House in the City of Vancouver.
Application Process Requirements and Responsibilities

To help you get your electrical service efficiently, below is an overview of the process to apply for and receive electrical service followed by a step-by-step explanation.

### Design & Estimate Process for Laneway Housing (August 31, 2010)

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<td><strong>BC Hydro Design</strong></td>
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<td>Initiate Project</td>
<td>Conduct Physical Feasibility Study</td>
<td>Initiate Final Design Study</td>
<td>Pay BC Hydro Charges</td>
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<td>Provide General Design information to Designer</td>
<td>Conduct Design Study &amp; provide options</td>
<td>Finalize Design and Estimate</td>
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<td></td>
<td>Receive Electrical Permit</td>
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</table>

### Step 1 of 3 - Electrical Feasibility Study & Determination of Preliminary Service Type

The **Applicant** provides BC Hydro the completed application form entitled Submission for Laneway Housing:

Step 1 of 3 – Electrical Feasibility Study included on p. 5 and 6. It includes the following:

- Completed Electrical Service Information form. See page 6.
- Requested Electrical Service: [ ] Overhead [ ] Underground

**Important Note:** The City of Vancouver requires separate electrical permits for the main house and the Laneway House.

Send your completed Submission for Laneway Housing: Step 1 of 3 – Electrical Feasibility Study to BC Hydro.

If you have questions, contact BC Hydro’s Electric Service Coordination Centre (ESCC) at 1 877 520 1355. Please advise the representative that this is a Laneway House in Vancouver.

The **BC Hydro Designer** then provides you with the following information related to your service requirements and costs:

- The results of the electrical feasibility study to maintain power quality to your area.
- Notice on whether the electrical service will be overhead or underground. At this stage electrical service determination is preliminary only and will be finalized after the physical feasibility study in Step 2 is completed by the applicant.
- A preliminary cost estimate range based on preliminary electrical service type.

**Important Timing Information:** Upon receipt of all the information listed above, please allow up to 3 weeks for the completion of Step 1.
Step 2 of 3 - Physical Feasibility Study

The Applicant provides BC Hydro the completed application form entitled Submission for Laneway Housing: Step 2 of 3 – Physical Feasibility Study included on p. 6. It includes the following information:

- Conceptual drawings displaying the Laneway House design.
- The location of the proposed meter base and the electrical service.
- The location of the existing BC Hydro electrical overhead secondary wires in relation to the proposed Laneway House and the main house with clearance measurements from the property lines.
- Site plans showing dimensions and locations of all buildings on your property.

The BC Hydro Designer then conducts a Design Study and:

- Finalizes the electrical service requirements based on the above submission.
- Contacts you with the findings and explaining to you the electrical design options available.

Step 3 of 3 – Final Design and Cost Estimate

The Applicant provides BC Hydro the completed application form entitled Submission for Laneway Housing: Step 3 of 3 – Final Design and Cost Estimate included on p. 8. It includes the following information:

- A non-refundable design deposit of $560 (as of August 2010 and includes HST). The deposit will be credited to the project if the job proceeds within 12 months of receipt of the deposit.
- A registered legal property plan.
- The civic address for the Laneway House provided by the City of Vancouver.
- The Laneway House architectural and landscape drawings.
- The final scaled site plan drawings.
- For an underground service only: Civil drawings showing water, sanitary, storm, telephone and gas locations on private property.
- For an underground service only: Detailed service duct profiles on private property when the duct extends more than 5 meters onto the private property.

The BC Hydro Designer then will provide:

- For underground infrastructure: civil drawings for required approvals.
- For overhead infrastructure: the required design.
- A quotation letter to the applicant that includes the design, cost estimate and conditions. The cost estimate is valid for 90 days.

Payment and Construction

The Applicant:

- Makes payment to BC Hydro.
- Constructs Laneway House.

BC Hydro:

- Once payment is received, BC Hydro constructs required works as per the quotation letter and approved permit(s), and then
- After receipt of the overhead / underground declaration form and the electrical permit from the City of Vancouver, BC Hydro energizes your electrical service.
Important Timing Information

When an applicant agrees to proceed with the design, ensure that there is adequate lead time between the construction schedule of your Laneway House and the required construction of offsite works by BC Hydro. Please refer to the lead times for our services as shown below:

Presently, our approximate design lead times are:

- 3 weeks for overhead design and estimate.
- 8 weeks for underground design and estimate.

Presently, our approximate construction lead times after payment is received and all required permits are in place are:

- 4 weeks for overhead construction if applicable.
- Then 8 weeks for underground construction after the completion of the applicant’s civil work on private property. This involves 4 weeks for civil works and 4 weeks for electrical works.

To prevent any delays to the final electrical service, we recommend that the final requirements be submitted to BC Hydro at the same time as your submission to the City of Vancouver for a building permit.
APPLICATION FOR BC HYDRO ELECTRICAL SERVICE TO A LANEWAY HOUSE
(in the City of Vancouver)

Step 1 of 3 – Electrical Feasibility Study

To complete Step 1, include the following information with this form:

- Completed Electrical Service Information form. See next page of this document.
- Requested Electrical Service (check one): □ Overhead □ Underground

Important Note: The City of Vancouver requires separate electrical permits for the main house and the Laneway House.

<table>
<thead>
<tr>
<th>Project Address</th>
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<tbody>
<tr>
<td>Main House Civic Address _________________________</td>
</tr>
<tr>
<td>Laneway House Civic Address ______________________</td>
</tr>
<tr>
<td>City ___________________________</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Registered Owner’s Information</th>
</tr>
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<tbody>
<tr>
<td>Suite no. __________ Civic Address __________</td>
</tr>
<tr>
<td>Mailing Address ___________________________</td>
</tr>
<tr>
<td>City ___________________________</td>
</tr>
<tr>
<td>Phone ___________________________</td>
</tr>
<tr>
<td>Email __________________________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Name of Applicant (if other than Registered Owner)</th>
</tr>
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<tbody>
<tr>
<td>Company Name ___________________________</td>
</tr>
<tr>
<td>Contact Person __________________________________________________________________________</td>
</tr>
<tr>
<td>Suite no. __________ Civic Address __________</td>
</tr>
<tr>
<td>Mailing Address ___________________________</td>
</tr>
<tr>
<td>City ___________________________</td>
</tr>
<tr>
<td>Phone ___________________________</td>
</tr>
<tr>
<td>Email __________________________________________________________________________</td>
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Signature of Person Authorized __________________________________________
Print Name _____________________________________________________________

Submission Methods:
Fax: 604 528 2232  Email: Design.LMC@bchydro.com
Mail to: BC Hydro
Attention: Distribution Service & Design
6900 Southpoint Drive, Pod C01
Burnaby, BC, V3N 4X8
### Electrical Service Information

**Return to:** BC Hydro  
**Fax:** 604 528 2232  
**Submitted by:** ____________________________  
**Attention:** ____________________________  
**Date:** ____________________________  
**Project Name:** ____________________________  
**Service Address:** ____________________________  
**Legal Description:** ____________________________  

**Proposed Use of Building:**  
- **New**  
- **Existing**

**Number of hours of operation per day:** ______________  
**Number of operational days per week:** ______________  
**Address of similar building (size and use):** ____________________________________________________________

**Name** | **Address** | **Phone No.**
--- | --- | ---
Owner (Customer) | | |
HST Number | | |
General Contractor | | |
Electrical Contractor | | |
Consultant | | |

**Proposed Use of Building:** ____________________________  
- **New**  
- **Existing**

**Address of similar building (size and use):** ____________________________________________________________

### Electrical Details

**Main Switch/Service Size:** ______________ amps.  
**Code Peak Demand:** ______________ kW

**Voltage:** ______________ volts.  
**Average Operation Demand:** ______________ kW

**Largest Motor:** ______________ hp.  
**Time of Day of Peak Demand:** ______________ a.m./p.m.

**Building Heated by:**  
- **Gas**  
- **Electric**  
- **Geothermal**  
- **Other**

**Anticipated Energize Date:** ____________________________

**Metering Voltage:** ______________ Volts  
**Phase:** ______________  
**Wire:** ______________  
**Number of Meters Required:** ______________

**CT Type:**  
- **Donut**  
- **Bus**  

**CT Lugs Conductor Size:** ______________ X ______________  
**Cu:** ______________  
**Al:** ______________

**Meter Cabinet:**  
- **inside**  
- **Outside**  

**Temporary Master Metering Required?**  
- **Yes**  
- **No**

### Load Details

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<th>Load Details</th>
<th>Connected</th>
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<td>Electric Heating Load</td>
<td>kW</td>
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<tr>
<td>Lighting Load</td>
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</tr>
<tr>
<td>Air Conditioning Load</td>
<td>kW</td>
</tr>
<tr>
<td>Other Load (Specify)</td>
<td>kW</td>
</tr>
<tr>
<td>Total Connected Load</td>
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<tr>
<td>Proposed Future Load</td>
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- **Other Load (Specify)**
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Step 2 of 3 – Physical Feasibility Study

To complete Step 2, include the following information with this form:

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<th>Street Name</th>
<th>Laneway House Civic Address</th>
<th>Street Name</th>
<th>City</th>
<th>Postal Code</th>
</tr>
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</table>

Submitted by ____________________________

Submission Methods:

- Fax: 604 528 2232
- Email: Design.LMC@bchydro.com
- Mail to: BC Hydro
  Attention: Distribution Service & Design
  6900 Southpoint Drive, Pod C01
  Burnaby, BC, V3N 4X8
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Step 3 of 3 – Final Design and Cost Estimate

To complete Step 3, include the following information with this form:

- A non-refundable design deposit of $560 (as of August 2010 and includes HST). The deposit will be credited to your project if the job proceeds within 12 months of receipt of the deposit.
  - Make your cheque payable to “BC Hydro”.
  - Mail to:  
    BC Hydro  
    Attention: [BC Hydro Designer’s name here]  
    6900 Southpoint Drive, Pod C01  
    Burnaby, BC, V3N 4X8
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Project Address

Main House Civic Address __________________________ Street Name ____________________________
Laneway House Civic Address __________________________ Street Name ____________________________
City __________________________ Postal Code ____________________________

Anticipated Date for Energization ____________________________

IMPORTANT NOTE: To calculate your anticipated date for energization, review the expected design & construction lead times provided in "Important Timing Information" on p. 3 of the BC Hydro document called How to Get Electrical Service to your Laneway House in the City of Vancouver.

Submitted by ____________________________

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