Welcome to Design Intake

BC Hydro
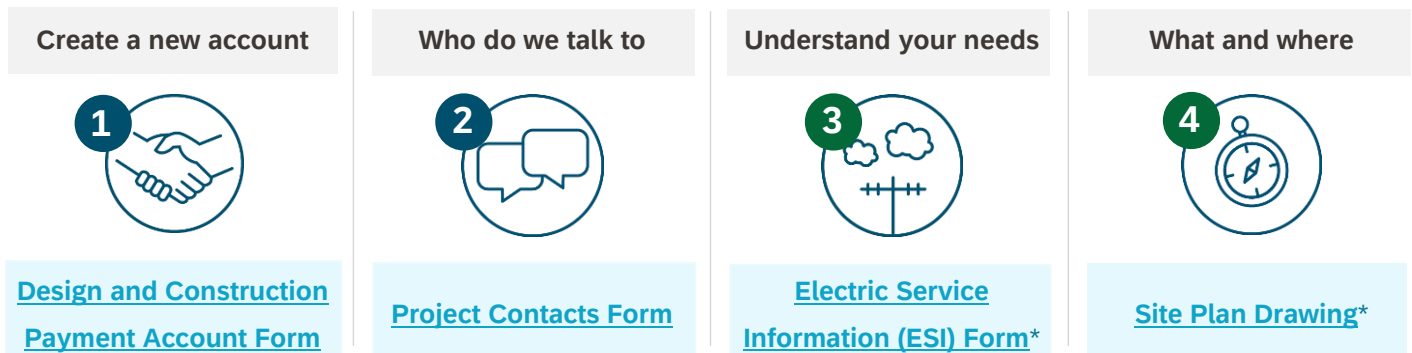Power smart

What is the design intake stage?

During the Design Intake stage, we collect essential information to initiate the design of your project. Our team will reach out to discuss the required documents and see if other documents or drawings are readily available that will help our technical design team review and start your project.

What is essential information?

Typically, we will need the four pieces of information below to initiate a design connection project:

Create a new account	**Who do we talk to**	**Understand your needs**	**What and where**
1	**2**	**3**	**4**
[Design and Construction Payment Account Form](#)	[Project Contacts Form](#)	[Electric Service Information (ESI) Form](#)*	[Site Plan Drawing](#)*

*We may not require an Electric Service Information Form or Site Plan for all project types.

Our team will typically review documents submitted by email or online within two business days.

How long is the intake stage?

The sooner you provide the information, the quicker your project will be assigned to a designer. Once the essential information is received, your project will be transferred to the responsible design office within 1-2 business days.

STEPS	First Contact from Intake Team	Gather Essential Information (depends on your submission timelines)	Transfer Project
TIMELINE	Typically within 2 business days	Documents reviewed within 2 business days	Typically within 1-2 business days

If we don't receive the essential documents within 15 business days, we'll suspend your project, and you'll need to contact us to reactivate it. If you need more time to gather the essential documents, just let us know and we'll extend the timeline based on your anticipated schedule.

What happens after intake?

Once we receive all the requested documents, we will assign the project to the responsible design team and it will begin the [pre-design phase](#). The design team will review the documentation provided and may request additional documentation depending on the size and scope of your project. For more information about our design process, please visit our [electrical design projects](#) page.

What are readily available drawings?

The drawings below are not required to complete the intake process, but if you have them available it will help with the next step. Our goal is to give you a seamless transition into the next phase and provide the design team with the key details they need to review your project.

Drawing or Document	More information
Electrical Drawings	See drawing requirements for: room layout, single line, and site layout & profile.
Civil Drawings	See civil drawing requirements.
Architectural Drawings	See architectural drawing requirements.
Legal Plans	See legal plan requirements.
Landscape Drawings	See landscape drawing requirements.
Street Light Drawings	See street light drawing requirements.
Project Schedule	.PDF, .XLSX, or .DOCX format.

How to Submit Documents

Online at bchydro.com

If you and your project representative(s) wish to set up or track this project online, please visit our design service connection request application at https://www.bchydro.com/designconnect.

Once set up, you will be able link this project and upload documents directly to the required action items with a 150MB file size limit (zipped files are not permitted). After uploading your documents, we'll be automatically notified with no additional action required on your part.

Please ensure you **upload the document(s) to the associated action item** otherwise we may not be alerted when all outstanding action items are completed.

Via Email

You can also send files to the Design.Intake@bchydro.com inbox. Files must not exceed 8MB (zipped files are acceptable). Larger files will need to be shared via a file sharing service or by using the MyHydro connection portal.

When submitting by email, please:

o   Include the BC Hydro Project Number referenced above and the phrase "Intake Information" in the email subject line (e.g., Project #1234567 – Intake Information), and

o   List the document(s) you are submitting in the email body.

We're here to help

If you have any questions concerning the information you need to provide or this intake process, please contact **Design.Intake@bchydro.com** or by phone at 844-711-3472.