



## CITY OF SURREY – ELECTRICAL SECTION

### Multi-Family and Commercial Service Connection Checklist (under 750 volts)

This checklist is provided for reference purposes only and does not absolve the field safety representative of their responsibility to ensure the compliance of the installation. This checklist is to be uploaded under "Permit Supporting Documents" in the online portal.

<b>Project Address</b>	<b>E.R. #</b>	<b>Date:</b>
<b>Electrical Contractor</b>	<b>License #:</b>	
<b>FSR Name</b>	<b>FSR #:</b>	
<b>FSR Signature</b>	<b>Permit #:</b>	
<b>Available Fault Current Level</b>	<input type="checkbox"/> <b>Series Rated System</b>	<input type="checkbox"/> <b>Fully Rated System</b>

<input type="checkbox"/>	1	Service characteristics are as per drawings and electrical permit. A sealed single line drawing by the P eng. of record has been submitted and accepted, indicating the fault current level at each distribution point.
<input type="checkbox"/>	2	Series rated combination labelling has been installed at each distribution point. Matching the manufactures series tested and approved charts, complete prior to energization ( <a href="#">CoS Series Rated Combination Bulletin.pdf</a> ).
<input type="checkbox"/>	3	Over current devices are installed. Maximum overcurrent size is indicated on equipment if installed. The circuit breaker or fuse amperage is less than equipment rating, circuit breaker is dialed down or fuse reduced.
<input type="checkbox"/>	4	Equipment has been assembled and all connections have been torqued to manufacturer's specifications.
<input type="checkbox"/>	5	The system ground conductor has been connected as per the most recent edition of the CEC. Indicated by the equipment manufacturers approved shop drawings.
<input type="checkbox"/>	6	Service equipment/raceway bonding is complete (installations of bonding jumpers and bushings etc).
<input type="checkbox"/>	7	Distribution equipment installed according to current BC Hydro Distribution Technical Standards and Guides.
<input type="checkbox"/>	8	System bonding jumper installed at service box; neutral conductor is isolated in all down stream distribution.
<input type="checkbox"/>	9	Electrical Rooms / closets are labelled, unit numbers are labelled inside and outside of meter socket cover. Unit doors are permanently marked as indicated on BC Hydro meter sockets. Each metered sub service has an outlet (point of utilization).
<input type="checkbox"/>	10	Electrical rooms and closets have lockable doors and concrete floors at grade level.
<input type="checkbox"/>	11	Sub-feeders to be sized to feeder schedule indicated on approved drawings.
<input type="checkbox"/>	12	Bonding of neutral conductor to main switch enclosure to be complete. Neutral conductor to be isolated in house meters, distribution switches and panel boards. FSR to confirm factory bond conductor is installed.
<input type="checkbox"/>	13	Sub-feeder cable armour to be bonded at both ends. At the meter centre, a grounding bushing may be required if not terminated in equipment.
<input type="checkbox"/>	14	In accordance with B.C. Hydro Requirements for Secondary Voltage Revenue Metering Guide. 4.1 approved jumpers and Lexan covers have been installed with meter requests spare meter positions comply with item 4.4.2 of BC Hydro's Requirements.
<input type="checkbox"/>	15	All electrical equipment and components have been tested to verify ground fault or short circuit conditions are not present, prior to energization.