



CITY OF SURREY – ELECTRICAL SECTION
Service Connection Checklist (under 750 volts, 300 amps and greater)

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 **required** to be submitted to Electrical Section with the Contractor Authorization and declaration of compliance (CAF).

The City of Surrey's "issuance of a current permit" bulletin can be reviewed at http://www.surrey.ca/files/Issuance_of_Current_Permits.pdf

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

<input type="checkbox"/>	1	Approved single line drawing indicating the fault current level at each distribution point, recorded value of equal to or lower than 10 000amps. As per BCSA Bulletin NO: IB-EL 2016-05
<input type="checkbox"/>	2	A copy of the manufacturer's series rating chart is attached to this form clearly indicating the approved combination in use (for series rated systems only).
<input type="checkbox"/>	3	Series rated combination labelling is complete (for series rated systems only).
<input type="checkbox"/>	4	Over current devices are installed. Maximum overcurrent size is indicated on equipment if installed circuit breaker or fuse amperage is less than equipment rating or circuit breaker is dialed down.
<input type="checkbox"/>	5	Sub-feeders are sized as per the feeder schedule indicated on approved drawings (or larger to facilitate voltage drop).
<input type="checkbox"/>	6	The system ground conductor has been connected to the equipment manufacturers approved connection point, indicated by the equipment manufacturers approved shop drawings.
<input type="checkbox"/>	7	All connections at bus bars and lugs have been tightened to manufacturer's torque specifications.
<input type="checkbox"/>	8	Service equipment/raceway bonding is complete (installations of bonding jumpers and bushings etc).
<input type="checkbox"/>	9	Bonding of neutral conductor at service box is complete. Neutral conductor is isolated in all sub-meters and sub-service panels.
<input type="checkbox"/>	10	Abrasion protection has been provided (12-1162 i.e. end bells).
<input type="checkbox"/>	11	Electrical closet has 1 meter minimum working space with secure footing of concrete or pavement as per BCSA bulletin IB-EL 2016-05, paving stones or similar are not permitted.
<input type="checkbox"/>	12	Electrical room or closet has a concrete floor and contains a lockable door.
<input type="checkbox"/>	13	Meter and switch configuration is in accordance with B.C. Hydro Requirements for Secondary Voltage Revenue Metering Guide. http://www.bchydro.com/ext/metering/
<input type="checkbox"/>	14	All metered sub feeds are safely terminated or spare meter positions comply with item 4.4.2 of BC Hydro's Requirements for Secondary Voltage Revenue Metering. (Installation of clear polycarbonate cover plate (e.g. Lexan) with tabs that plug into meter socket jaws and a meter sealing ring).