

Load Summary Form – Appendix A

Form submission instructions are indicated at the end of this document.



In order to provide detailed design and cost estimated for your project, Hydro Ottawa requires the completion of a Load Summary Form.

This form is referenced in Hydro Ottawa’s Conditions of Service found at hydroottawa.com/cos.

Ce document n'est disponible qu'en anglais.

**Indicates Mandatory Field*

▼ BUILDING INFORMATION

Building Name*:		Building Use*:	
Building Address*:		Total Area* (m ²):	
Building Owner’s Name*:	Electrical Consultant’s Name*:	Electrical Contractor’s Name*:	
Phone Number*:	Phone Number*:	Phone Number*:	
Is the building air conditioned?*	Yes No	Is the building an apartment building?*	Yes No
Date Permanent Power Needed* (yyyy/mm/dd):		If yes, please indicate the following:	
		• Number of apartments: _____	
		• Area for commercial use (m ²): _____	
	120 / 240V	120 / 208V	347 / 600V¹
Connected Load - Lighting (kW)			OTHER
Estimated Receptacle Load (kW)			
Space Heating - Total Electric (kW)			
Total Electric Water Heating (kW)			
Total Electric Duct Heating (kW)			
Total Connected Ramp Heating (kW)			
Kitchen Equipment - Commercial (kW)			
Total HP Air Conditioning Equipment ²			
Total HP Ventilating Motors ²			
Total HP Boilers’ Heating Pumps ²			
Total HP Elevator Motors ²			
Total HP Manufacturing Process Motors			
Total HP, Other Motors ²			
Other Loads Not Listed ³			
No. Parking Space Outlets (kW)			
No. Electric Dryers (kW)			
No. Electric Ranges (kW)			
Total Connected Load			
Total kW of Standby Generation			
Total kW of Embedded Generation			

NOTES:

¹ A fourth wire is required for all 600V services, a seven Jaw Meter Base for 200A and less, and a thirteen Jaw Meter Base for 400A or greater.

² The installation of motors on 4kV systems requires permission from Hydro Ottawa. Refer to ECG0008 at hydroottawa.com/residentialdesignspecs.

³ List secondary voltage loads that need to be supplied.

⁴ Contact Hydro Ottawa regarding any future load increases not specified in this application. Please note that adjustable breakers are not permitted.

⁵ If planning to install customer owned transformation, please include details in the additional notes section of this form.

⁶ Attach details of Peak Load Controller.

GENERAL INFORMATION^{4 5}

A	Estimated Building Demand (by code) (kW)				
B	Size of Main Secondary Switch		A		V
C	Size of Main Secondary:	Fuse	Breaker	A	80% Rated 100% Rated V
D	Peak Load Controller Used:	Yes	No	Make and Model ⁶	

ELECTRIC VEHICLES

E	Electric Vehicle Charging	A	V	Level
F	Number of Chargers			

ENERGY RESOURCE FACILITY (ERF)

G	Generator - Operating Current and Voltage	A	V	DC	AC
H	Generator - Rated Open Source Voltage				
I	Rating of Generation Source Array (DC kW)				
J	Rating of Inverter (AC kW)				
K	ERF System Disconnect Switch		A		V
L	Maximum Fuse size of ERF System Disconnect Switch				
M	Size of Electrical Storage (kW)				

RESIDENTIAL		COMMERCIAL / INDUSTRIAL / AGRICULTURAL	
Single Family	Number of Units:	Apartment/Condominium	Number of Units:
Duplex/Semi	Number of Units:	Other	Number of Units:
Townhome	Number of Units:	Other	Number of Units:
Stacked Townhome	Number of Units:	Other	Number of Units:

Do you plan to take full capacity upon initial permanent service energization? Yes No

If no, over how many months do you plan to ramp up load?

ADDITIONAL NOTES**▼ APPLICANT INFORMATION**

Name*:	Company Name*:
Signed*:	Date* (yyyy/mm/dd):

▼ FORM SUBMISSION

Once completed, please submit your form to Hydro Ottawa using one of the methods listed below.

EMAIL: servicedesk@hydroottawa.com	MAIL: Hydro Ottawa Limited, 3025 Albion Road North, Box 8700, Ottawa, ON K1G 3S4	Attn: Service Desk/Distribution Design - Appendix A - Load Summary Form
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QUESTIONS? Please contact the Service Desk at 613 738-6418, Option 1, weekdays between 8 a.m. and 4 p.m. (excluding statutory holidays).

HYDRO OTTAWA USE ONLY

Transformer Size:	kVA	Primary Voltage:	kV	Secondary Voltage:	V
Transformer Supplied By:	Hydro Ottawa	Customer			