

# Load Summary Form – Appendix A

Form submission instructions are available 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](http://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 <sup>2</sup> ):	
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 <sup>2</sup> ): _____	

	120 / 240V	120 / 208V	347 / 600V <sup>1</sup>	OTHER
Connected Load - Lighting (kW)				
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 <sup>2</sup>				
Total HP Ventilating Motors <sup>2</sup>				
Total HP Boilers’ Heating Pumps <sup>2</sup>				
Total HP Elevator Motors <sup>2</sup>				
Total HP Manufacturing Process Motors				
Total HP, Other Motors <sup>2</sup>				
Other Loads Not Listed <sup>3</sup>				
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:**

<sup>1</sup> 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.

<sup>2</sup> The installation of motors on 4kV systems requires permission from Hydro Ottawa. Refer to ECG0008 at [hydroottawa.com/residentialdesignspecs](http://hydroottawa.com/residentialdesignspecs).

<sup>3</sup> List secondary voltage loads that need to be supplied.

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

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

<sup>6</sup> Attach details of Peak Load Controller.

**GENERAL INFORMATION<sup>4 5</sup>**

<b>A</b>	Estimated Building Demand (by code) (kW)						
<b>B</b>	Estimated Annual Energy Consumption (kWh)						
<b>C</b>	Size of Main Secondary Switch			<b>A</b>			<b>V</b>
<b>D</b>	Size of Main Secondary:	Fuse	Breaker	<b>A</b>	80% Rated	100% Rated	<b>V</b>
<b>E</b>	Peak Load Controller Used:	Yes	No	Make and Model <sup>6</sup>			

**ELECTRIC VEHICLES**

<b>F</b>	Electric Vehicle Charging	<b>A</b>	<b>V</b>	<b>Level</b>
<b>G</b>	Number of Chargers			

**ENERGY RESOURCE FACILITY (ERF)**

<b>H</b>	Generator - Operating Current and Voltage	<b>A</b>	<b>V</b>	DC	AC
<b>I</b>	Generator - Rated Open Source Voltage				
<b>J</b>	Rating of Generation Source Array (DC kW)				
<b>K</b>	Rating of Inverter (AC kW)				
<b>L</b>	ERF System Disconnect Switch	<b>A</b>			<b>V</b>
<b>M</b>	Maximum Fuse size of ERF System Disconnect Switch				
<b>N</b>	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.

<b>EMAIL:</b> <a href="mailto:servicedesk@hydroottawa.com">servicedesk@hydroottawa.com</a>	<b>MAIL:</b> Hydro Ottawa Limited, PO Box 8700, Ottawa, ON K1G 3S4	<b>Attn:</b> 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:	<b>kVA</b>	Primary Voltage:	<b>kV</b>	Secondary Voltage:	<b>V</b>
Transformer Supplied By:	Hydro Ottawa	Customer			