



CITY OF SURREY – ELECTRICAL SECTION
Additional Electrical Loads for Existing Multi-Family and Commercial Buildings
(Under 750 volt)

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 submitted to Electrical Section at the time of permit issuance.

Clearly identify items that apply to your installation.

Project Address		Date:
Electrical Contractor		License#:
FSR Name		FSR #:
FSR Signature		Permit #:
Main Service Calculated Demand Load (volt /amps)		Individual Unit Calculated Demand Load (volts /amps)
Available Fault Current Level	<input type="checkbox"/> Fully Rated System	<input type="checkbox"/> Series Rated System

<input type="checkbox"/>	1	(Where required) Strata pre-approval letter has been included for the specific installation request.
<input type="checkbox"/>	2	The main service allows for the additional load, demand load calculation as per section 8 from the most recent edition of the CEC has been included, on a separate sheet.
<input type="checkbox"/>	3	(Where required) Load management device installed to share electrical demand. Clearly indicated on demand load calculation as included.
<input type="checkbox"/>	4	The individual unit service allows for the additional load, demand load calculation as per section 8 from the most recent edition of the CEC has been included, on a separate sheet.
<input type="checkbox"/>	5	(Where required) A copy of the updated single line diagram will be posted in the electrical room, prior to a final inspection request
<input type="checkbox"/>	6	(For series rated systems only) Series rated equipment requirements have been followed.
<input type="checkbox"/>	7	(For series rated systems only) Series rated combination labelling is complete.
<input type="checkbox"/>	8	Over current devices installed, maximum overcurrent size indicated on equipment.
<input type="checkbox"/>	9	Conductors have been sized as per the most recent edition of the CEC.
<input type="checkbox"/>	10	Bonding of additional equipment has been completed.
<input type="checkbox"/>	11	All electrical equipment meets the minimum working space requirements.
<input type="checkbox"/>	12	All electrical equipment and components have been tested to verify ground fault or short circuit conditions are not present, prior to energization.
<input type="checkbox"/>	13	Manufacturer torque specifications and installation methods have been followed.
<input type="checkbox"/>	14	Manufacturers pre-energization check list has been completed.
<input type="checkbox"/>	15	Where electrical equipment has been added to or modified, the related equipment has been re-certified as necessary. Documents have been made available the Electrical Safety Officer.
<input type="checkbox"/>	16	Building record search for the existing distribution equipment as designed by the P.ENG of record, has been reviewed and included. https://www.surrey.ca/renovating-building-development/building/residential-building/building-records-search
<input type="checkbox"/>	17	The updated and revised P.ENG of record distribution demand load calculation has been provided.