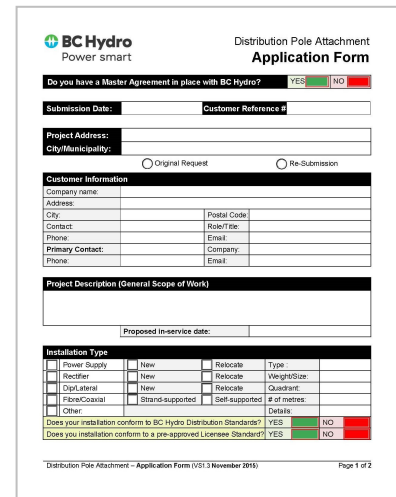


## Step 1 – Complete Application Form/Project Summary

Complete this document using the [template](#).

Please ensure you fill out all information including:

- Company Name and Address
- Project Address and Project Number
- Primary Contact Name, Phone, Email, and Role
- Application Status (New/Revised) and Contact Type (Power Supply, Strand, etc.)
- Number of Pole Contacts Required
- Description of Application
- Proposed In-Service Date
- Electric Service Account Number



The screenshot shows the 'Distribution Pole Attachment Application Form' from BC Hydro. It includes sections for:
 

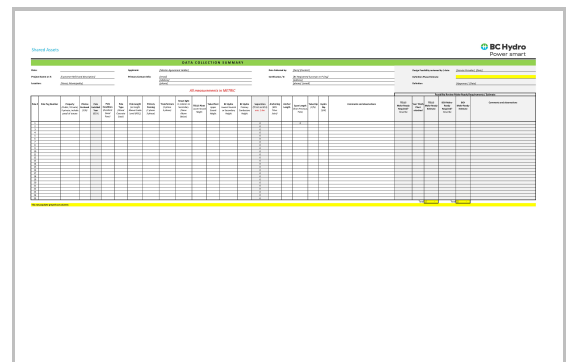
- Submission Date and Customer Reference #
- Project Address and City/Municipality
- Customer Information (Company name, Address, City, Postal Code, Contact, Role/Title, Phone, Email, Primary Contact, Company, Email)
- Project Description (General Scope of Work) and Proposed In-service date
- Installation Type table with columns for Power Supply, Relocate, Type, Weight/Size, Dip/Lateral, Relocate, Quadrant, Fibre/Coaxial, Strand-supported, Self-supported, # of metres, and Details.
- Checkboxes for 'Does your installation conform to BC Hydro Distribution Standards?' and 'Does your installation conform to a pre-approved Licensee Standard?' with YES/NO/NG options.

## Step 2 – Complete Data Collection Summary Document

Complete this document using the [template](#).

Please ensure you fill out all information including:

- Date, Project Number, and Address
- Company Name
- Primary Contact Name, Address, and Phone
- Pole ID/Tag Numbers and Pole Information
- Current BC Hydro infrastructure on poles
- Measurements of TELUS Strand and BC Hydro Conductors and associated clearances (Optic Measuring Devices must be used to obtain elevations)
- Additional details regarding Anchoring, Span Length, Dips, and General Comments



The screenshot shows a detailed data collection table with multiple columns for recording project details, including dates, project numbers, addresses, and various technical specifications related to the pole attachment project.

### Step 3 – Produce a Site Drawing

Create a PDF drawing of the site.

Please ensure you identify/include the following:

- Poles and their numbers (from the pole tags),
- Street names, north arrow, and other site specifics (swamps, native reserves, highways etc.)
- Existing span-lengths, proposed strand sag and tensions at the extreme, low and high, and installation temperatures (as per CSA 22.3 1-15 2015 Edition, overhead systems, weather loadings - ice, wind)
- Guying and anchoring (existing and proposed/required to support the new installation)
- Any other make-ready work the applicant foresees (such as TELUS height adjustments, if applicable)
- Detail of equipment grounding and reference to BC Hydro completing final connection to the multi-ground neutral

Power Supply



Fibre/Coaxial



### Step 4 – Provide Digital Photos

Provide low-resolution, clear digital pictures (JPEG Format) of each of the poles naming the photo by the **Sequence#-Pole ID#-DirectionFacing** (i.e. P5-1234567-North.jpg or P5-1234567-Tag.jpg). Please include pictures “looking down the line” where practical as well as a photo of the pole tag.



### Step 5 – Email Submission Package to BC Hydro

Email **all documents and files** from Steps 1 - 4 to us at [distribution.attachments@bchydro.com](mailto:distribution.attachments@bchydro.com) including proof of **Application Fee Payment** (copy of Cheque or EFT reference Number) and a copy of your Purchase Order (if required). Please load large files via FTP using windows explorer, inserting <ftp://inbound:inboundxfer@ftp2.bchydro.com> in address bar.



**INCOMPLETE APPLICATIONS WILL BE RETURNED AND A NEW SUBMISSION WILL BE REQUIRED**