



Riverside RV Village

Checklist for Upgrading Electrical Service

- **Apply to the Board (by letter or email) for approval to modify the existing electrical service including the level of service being considered** (For advice please refer to the Riverside RV Village Rules and Regulations, Section 38)
- Lot owner is to contact the Fortis Service Upgrade line at (403) 310-9473. They will review the procedure for upgrade. You will need the following
 - Lot #____, 200 – 4th Avenue SW, Sundre, AB, T0M 1X0
 - Your utility billing address, names and phone number on file
 - The Fortis Code number off the meter in park meter box for permit
- Upon approval from the Board and Fortis, set up contracts with a licensed electrician and excavation company to provide the connection materials and services that are consistent with the current rules for upgrading electrical services. (See Riverside RV Village Rules and Regulations, Section 38.)
- Obtain the necessary permits. (The electrician may offer to provide this service.)
- Ensure the current utility services are located and marked. **NOTE:** The lot owner is responsible for any damage to existing utility services, adjacent lots and common property.
- Coordinate with Fortis and the electrician to facilitate the upgrade.
- **Upon completion of the project, contact the Board to obtain a post-upgrade inspection. Owners must supply the Board a copy of the Site Inspection Report from the safety and code inspector and the Electrical Permit Service Report from the Town of Sundre acknowledging the completed work for the lot owners file.** For future reference the Board asks that owners update their lot plan showing where the new electrical services are located on the lot up to the pedestal.
- **All services** are to remain accessible to the Corporation and not be situated under any building, trailer or deck.