



**Electrical  
Safety  
Authority**

# **Guideline for Third Party Attachments**

**Ontario Regulation 22/04**

**Electrical Distribution Safety**

**October 5, 2005**

**Legal Disclaimer.**

**This document contains GUIDELINES ONLY to assist members of the industry in interpreting Ontario Regulation 22/04 - Electrical Distribution Safety - made under subsection 113(1) of Part VIII of the Electricity Act, 1998. These guidelines do not have the force of law. Where there is a conflict between these guidelines and any legislation or regulation which may apply, the relevant law prevails.**

**Retention Periods stated in the guidelines set out the minimum period for which referenced documents are to be retained. Each *owner* needs to make its own assessment of the appropriate retention period for specific documents based on its assessment of risk factors and potential liability.**

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## 1.0 General

### 1.1 Purpose of Guideline.

This Guideline has been prepared to provide guidance to distributors on how to comply with section 7 Approval of plans, drawings and specifications for installation work and section 8 Inspection and Approval of Construction of Ontario Regulation 22/04 Electrical Distribution Safety. Specifically this guideline addresses third party attachments to the distribution systems of licensed distributors.

This Guideline is to be read in conjunction with Regulation 22/04. As a condition to using its distribution systems, each distributor will need to engage an auditor on an annual basis to prepare an audit report and demonstrate compliance with sections 4, 5, 7 and 8 of the Regulation.

This Guideline along with the Regulation and other appropriate standards form the basis on which the ESA will assess the safety of the electrical distribution installations within the Province of Ontario.

### 1.2 Condition of Attachment.

All companies who wish to place *attachments* on an *owner's* pole should have an agreement that allows the "*attacher*" to request these same *attachments*.

### 1.3 Definitions

1.1.1 "**attacher**" means the party making or applying for permission to attach to the *owner's* support structure (such as a pole);

1.1.2 "**attachment**" means a single connection of the *attacher's* equipment to the *owner's* support structure that has a direct or indirect influence on the performance, appearance, and safety of the support structure or the *owner's* ability to access and maintain it. The *attacher* may have multiple attachments to a support structure (such as a pole);

1.1.3 "**Certificate**" means a certificate issued by a *professional engineer*, ESA or a *qualified person* identified in the *owner's* construction verification program, that the construction meets the safety standards set out in Section 4 of the *Regulation*;

- 1.1.4 “**certificate of approval**” means the certificate issued by a *professional engineer* or ESA confirming that a *plan* or *Standard Design* meets the safety standards set out in section 4 of the *Regulation* and provided to the *owner*;
- 1.1.5 “**construction verification**” means the inspection, approval and documentation of any new construction or repairs to *distribution systems* including replacements of part or portion of a *distribution system*, *like-for-like replacements*, and *legacy construction* replacement with respect to the safety standards set out in Section 4 of the *Regulation*;
- 1.1.6 “**competent person**” means a person who,
- a) is qualified because of knowledge, training and experience,
    - (i) to perform specific work, or
    - (ii) to organize work and its performance,
  - b) has knowledge of any potential or actual danger to health or safety in the workplace in relation to the work, and
  - c) is familiar with section 113 of the Act and the regulations made under it, and with the Occupational Health and Safety Act and the regulations made under that Act, that apply to the work. O. Reg.22/04;
- 1.1.7 “**distribution system**” means a system for distributing electricity, and includes any structures, equipment or other things used by a *owner* for that purpose;
- 1.1.8 “**distributor**” means a person who owns or operates a *distribution system* in the service territory defined in the electricity distribution license issued by the Ontario Energy Board (OEB);
- 1.1.9 “**equipment**” or “**electrical equipment**” means any apparatus, device, material used for the distribution of electricity, including materials that are non-electric in origin (*refer to the Regulation for the complete definition of “electrical equipment”*)(O.Reg.22/04);
- 1.1.10 “**Good Utility Practice**” means any of the practices, methods and acts engaged in or approved by a significant portion of the electric utility industry in North America during the relevant time period, or any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts

known at the time the decision was made, could have been expected to accomplish the desired result at a reasonable cost consistent with good practices, reliability, safety and expedition. Good utility practice is not intended to be limited to the optimum practice, method, or act to the exclusion of all others, but rather to be acceptable practices, methods, or acts generally accepted in North America (DSC);

- 1.1.11 **“legacy construction”** means existing construction built in accordance with *Good Utility Practice*, that does not meet current *Standard Designs*;
- 1.1.12 **“like-for-like replacement”** means the replacement of one piece of *electrical equipment* (one assembly) under all conditions, or a part or portion of a line under emergency conditions, on an existing *distribution system* that maintains as a minimum the characteristics and functionalities of the original installation;
- 1.1.13 **“no undue hazard”** for the purpose of *construction verification* of an electrical installation where indicated in this Guideline means that:
- metal parts that are not intended to be energized and that are accessible to unauthorized persons are adequately grounded,
  - live parts are adequately insulated or barriered,
  - the installation meets the minimum CSA clearances from buildings, signs and ground or barriers are installed to protect,
  - the structure has adequate strength
- where adequate means in accordance with *Good Utility Practice*;
- 1.1.14 **“owner”** means a licensed *distributor* that owns the support structure;
- 1.1.15 **“plan”** means the drawings and instructions that are prepared for the construction of new or modified *distribution system* that have been reviewed and approved by a *professional engineer* or ESA;
- 1.1.16 **“professional engineer”** means a person who holds a license or temporary license under the Professional Engineers Act (Reg. 22/04);

- 1.1.17      “**qualified person**” means a person identified in a *construction verification* program developed by the *owner* and approved by ESA for the purpose of inspection and approval of construction;
- 1.1.18      “**record of inspection**” means a record prepared by a *professional engineer*, ESA, or a *qualified person* identified in the *owner’s construction verification* program, detailing the inspection of a constructed or repaired portion of an electrical *distribution system* with respect to the safety standards set out in section 4 of the *Regulation*;
- 1.1.19      “**Regulation**” means the Ontario Regulation 22/04 – Electrical Distribution Safety;
- 1.1.20      “**Service Drop**” means a small light-weight single communication cable or wire between an *attacher’s* plant and customer's residence or place of business. The cable or wire shall be affixed in span, to a pole or existing messenger, constructed per the *attacher’s* engineered "service drop" standard. The *owner* should establish a maximum lateral load to the plant;
- 1.1.21      “**Standard Designs**” means the standards such as standard design drawings, standard design specifications, technical specifications, and construction standards that have been reviewed and approved by a *professional engineer* or ESA for use by an *owner* or *attacher* and that the *owner* or *attacher* has authorized for use on an ongoing basis for the construction, operation, and maintenance of its plant in relation to the *distribution system*;
- 1.1.22      “**work instruction**” means the assembly of *Standard Designs* into drawings and instructions prepared by a *competent person* in accordance with the *owner’s* or *attacher’s* job planning process used for the installation of the *attacher’s* new or modified *equipment* on the *owner’s* support.

## 2.0 Third Party Attachment Process.

### 2.1 What is required under section 7 of Regulation 22/04?

Starting February 11, 2005 under section 7 of the *Regulation*, before beginning work on a *distribution system*, or effecting repairs, alterations or extensions on an existing *distribution system* an *owner* shall ensure that installation work is based on *plans* prepared by a *professional engineer* and,

- a *plan* must be reviewed and approved by a *professional engineer* or ESA and a *certificate of approval* provided to the *owner*, or
- a *work instruction* must be based on *Standard Designs* that have been reviewed and approved by a *professional engineer* or ESA and for which *certificates of approval* have been provided to the *owner*.

After approval, the *Regulation* allows the *attacher* to utilize *Standard Designs* for work on *distribution systems* without further design approvals being required by a *professional engineer* or ESA. The *attacher* may prepare *work instructions* using its own approved *Standard Designs* in accordance with its job planning process.

### 2.2 Exemption of *Service Drops* from audit requirements.

The installation and removal of *Service Drops* are exempted from the audit requirements of section 7 and section 8 of the *Regulation*. *Service Drops* are not exempt from section 4,5,7 and 8 of the *Regulation* and as such, must meet CSA C22.3, No. 1-01 Overhead Systems or C22.3, No.7-94 Underground Systems (Reaffirmed 1999).

### 2.3 Like-for-Like Replacement.

*Like-for-like replacement*, line repair or replacement work of non-electrical equipment done under emergency conditions (i.e. trouble calls), or *owner* or *attacher* maintenance programs are exempted from the requirements of section 7 of the *Regulation*. However, such work is to be inspected by a *competent person* to confirm that it presents *no undue hazards*.

When a transfer of equipment is proposed by an *owner* or an *attacher* it shall be considered a *like-for-like replacement* and shall be subject to the process for completing *records of inspection* and statement of *no undue hazards* identified in the *owner's* Construction Verification Program.

#### 2.4 Additional Guideline References to Third Party Attachment.

Further references to third party attachments can be found in the Technical Guideline for Section 7 (Design) clause 2 and the Technical Guideline for Section 8 (Construction Verification) clause 2.

#### 2.5 Design Approval.

There are two basic approaches to approving designs for third party attachments:

##### 2.5.1 *Owner* Developed

The first approach is based on *standard designs* developed and approved by the *owner*, which allows for third party attachments of predetermined construction types. The *attacher* will need to supply information to the *owner* to ascertain that the proposed attachment is in accordance with the approved *standard designs*. After review and approval by the *owner* the permission is granted to proceed with construction; or

##### 2.5.2 *Attacher* Developed

The second approach is based on the *attacher* providing a *plan* or *work instruction* assembled by a *professional engineer*, by the *attacher's* engineering technologist certified by the Ontario Association of Certified Engineering Technicians and Technologists or by the *attacher's competent person*, from a *standard design* developed and approved by a *professional engineer*, to the *owner*. The *owner* will grant permission to proceed after a review of the design and the *attacher's Certificate of Approval*. The *attacher* shall satisfy the *owner* as to the qualifications of it's *competent person*. See Appendix A for examples of what information may be required to be provided to prepare the *plan* or *work*

*instruction*. If both parties agree, different levels of information may be required and provided than identified in Appendix A.

### 2.5.3 Work instructions.

The *attacher* may provide the *owner* with *work instructions* prepared to the *owner's* or *attacher's* standard design specifications that have been assembled by a *professional engineer* or a *competent person* and accepted by the *owner*.

## 2.6 Application for Licensed Occupancy of Poles

Accompanying this engineered drawing or *work instruction* should be an Application for Licensed Occupancy of Poles form filled out accordingly. This requested application should include the details from Appendix A as required. This application may also have the pole markings that the *owner* has installed in the field for clarity for current and future records.

## 2.7 Inspection and approval of construction

### 2.7.1 Record of Inspection and a Certificate

Once the new plant has been installed or the modifications to an existing *attachment* have been completed, a *professional engineer* or *ESA* or a *qualified person* identified in the *owner's* Construction Verification Program *must prepare a record of inspection and a certificate*. The *owner* will keep completed *records of inspection and certificates*.

### 2.7.2 What is an acceptable *Record of Inspection*?

A *record of inspection* is to include sufficient description to identify the work and equipment inspected. A *record of inspection* can consist of an engineered *plan*, an as-built drawing, or a set of *work instructions* signed and dated by a *professional engineer* or ESA or a *qualified person*.

### 2.7.3 Field Visits

Initial contact is required prior to the commencement of work and field visits may be required from time to time. Both parties should agree if a joint field visit might be required.

### 2.7.4 What is required for the *Certificate*?

The *certificate* can be a separate document or it can be a stamp or signature added to the *record of inspection* and/or construction drawings. It should include the following information:

- name and signature of the inspecting *professional engineer*, ESA representative or *qualified person*;
- name of the *distributor* that owns the system (i.e. *owner*);
- confirmation that the construction meets the *plan*, *work instruction*, or *Standard Design*; and
- date of certification.

### 2.7.5 Who can be designated as *Qualified Persons* to inspect?

A *qualified person* may be an employee of the *attacher*, but they must be identified in the *owner's* approved Construction Verification Program. It is the responsibility of the *owner* to determine the qualifications necessary to designate the *attacher's* employees as qualified in the Construction Verification Program. Alternatively the *owner* may choose to complete all of the inspections.

#### 2.7.6 Confirmation of compliance.

The *owner* is responsible for the safety of the *distribution system* and all work completed on it. If the *owner* has designated employees of an *attacher* as *qualified persons*, it should complete an annual confirmation review of the work inspected and certified by the *attacher*. Once a year, a sample (suggested rate 10% to 15%) of the new “Application for Licensed Occupancy of Pole” locations taken out that year, may be audited for compliance.

#### 2.7.7 Documentation

The *owner* is to retain the *records of inspection* and *certificates* and make them available to the ESA upon request for a period of at least one year after the annual audit, following construction completion, for audit purposes.

## Appendix A1 - Minimum Permit Drawing Requirements for Proposed Attachments on Owner Poles.

- 1 Basic Drawing Requirements (applies to all drawings)
  - a. Title block (name & address of *Attacher*, date, drawing/project number, drawing revision number, location of project)
  - b. Name & phone number of the Project Manager for the specific application
  - c. Language: English/French as appropriate
  - d. Scale or Dimensions (where applicable): Metric
  - e. Scale Size (where applicable): Larger than or equal to 1:1000 (e.g. 1:1000, 1:500, 1:250)
  - f. Legend of symbols
  - g. Certified standards that have been applied
  - h. The competent person who assembled the work instruction or the *Professional Engineer* who approved the plan/design
  
- 2 Project Specific Drawing Orientation Requirements
  - i. North Point
  - j. Key Map
  - k. Street names: clearly indicated
  - l. Sidewalks, driveways, curbs, trees, buildings, bridges, rivers, railroads, other utilities if they add clarity to specific issues
  - m. Lot lines and/or buildings, and house numbers in front of poles
  - n. Clearly indicated poles and their ownership
  - o. Horizontal offset measurements for proposed pole contact close construction to buildings, other non-Owner overhead systems (ex. traffic, street lighting, signs), and/or bridges.
  
- 3 Project Specific Drawing Requirements

Proposed *Attacher* Information

  - a. Which side of the pole and orientation to be contacted
  - b. Proposed Electrical bonding locations and method (eg. Ground rods)
  - c. Proposed Dips and/or risers (Cable dip/riser details)
  - d. Proposed Ducts, guards, and/or concrete work on poles for dips and/or risers
  - e. Proposed and existing (where available) *Attacher* anchoring including size, strength, tension, and location (Including height and lead data)
  - f. Make ready work anticipated by the *Attacher* with the *Owner's* poles or third party *attachments*
  - g. Proposed/existing pedestal locations along route outside of boundaries specified in the Joint Use Agreement
  - h. Railroad, major highway, & river crossing engineering details & associated profiles
  - i. Pole height contact detail (by drawing or table) indicating dimensions above grade for all other existing attachments such as other Telecommunications /

CATV contacts by name, streetlight contacts, approximate separation to lowest electrical contact (neutral, secondary, primary, transformers, unprotected electrical riser/dips, decorative banners) for both new and existing Support Strands.

#### 4 Project Specific Drawing Telecom Requirements

##### Proposed *Attacher* Information

- a. Proposed cable and Support Strands clearly indicated with heavier line style and attachment method (e.g. CSA Heavy or diameter or kN)
- b. Proposed cable to be Over-lashed to existing Support Strand and indicate owner of that Support Strand (e.g. CSA Heavy or diameter or kN)
- c. Proposed/existing support strand size, strength, and sag/tension with proposed/existing cables (profile drawing acceptable) (e.g. CSA Heavy or diameter or kN)
- d. Proposed telecommunication attachments to the pole (e.g. amplifiers, power supplies, antenna, *Attacher* electrical wiring and protection, and wire routing on the pole.) (Including information such as design data)
- e. Proposed in span features and equipment such as slack storage & splice can locations

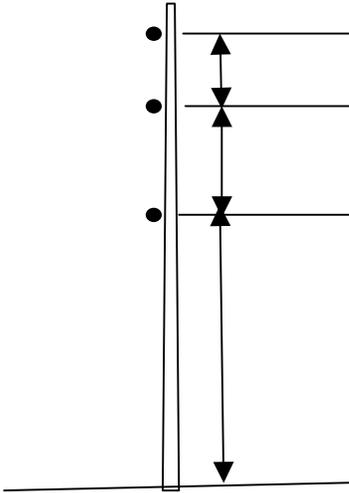


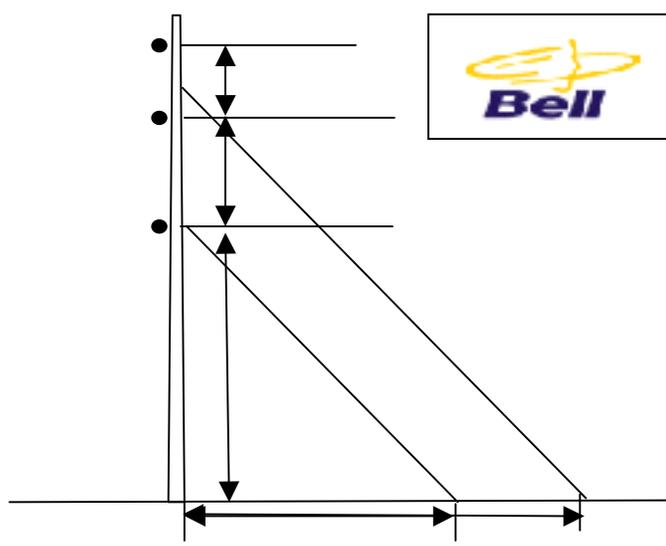
Guideline for  
Third Party Attachments

Appendix A2 – Sample Telecomm Data for JUP submissions

Default Telecomm Data for JUP submissions

	Allstream	Bell	FibreTech	Rogers	Telus
<b>Messenger</b>					
diameter (inches)	0.375"	0.375"	0.249 inches	0.25 inches	
type/grade	galvanized / class A	galvanized / grade A	galvanized / 180 grade	galvanized	
# wire composition	7 wire	7 wire	7 strand	7 strand	
UTS (lbs)	12,000 lbs	12,000 lbs	6400 lbs	6650 lbs	
weight (lbs/ft)	.270 lb/ft		0.129lbs/ft	.121lbs/ft	
Mounting height (mtr or ft)	5.1m	5.3m			
<b>Down Guy Steel</b>					
diameter (inches)	0.375"	0.375"	0.249 inches	0.25 inches	
type/grade	galvanized / class A	galvanized / grade A	galvanized / 180 grade	galvanized	
# wire composition	7 wire	7 wire	7 strand	7 strand	
UTS (lbs)	12,000 lbs	12,000 lbs	6400 lbs	6650 lbs	
weight (lbs/ft)	.270 lb/ft		0.129lbs/ft	.121lbs/ft	
<b>Anchor</b>					
Type	8" expanding	20" single plate	8" single helix	150mm	
holding capacity (Soil Type 5)*	13,500 lbs	32,000 lbs	13,500 lbs	28913N	
lead length			determined in field by applicant		
exclusive / shared			determined in field by applicant		
<b>Rod</b>					
diameter (inches)	5/8"	1.0"	0.75 inches	20mm	
length (ft)	8 ft		7 ft	1700mm	
breaking strength (lbs)	12,000 lbs		16,000 lbs	28692N	
<b>Bundle</b>					
Weight		applicant to gather specifics on a submission by submission basis.			
Diameter		applicant to gather specifics on a submission by submission basis.			
<b>CSA Heavy Tension (45m Ruling Span)</b>					
		applicant to gather specifics on a submission by submission basis.			

<b>Net X Tangent Pole Profile</b>													
<p><b>Orientation</b></p> <p><b>Hydro Supply Space</b></p> <p><b>Neutral Space</b></p> <p><b>Communication Space</b></p>													
													
<b>Pole Data</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;"><b>No. / Location</b></td><td></td></tr> <tr><td><b>Plan #</b></td><td></td></tr> <tr><td><b>Height</b></td><td></td></tr> <tr><td><b>Class</b></td><td></td></tr> <tr><td><b>Composition</b></td><td></td></tr> <tr><td><b>Orientaton</b></td><td></td></tr> </table>	<b>No. / Location</b>		<b>Plan #</b>		<b>Height</b>		<b>Class</b>		<b>Composition</b>		<b>Orientaton</b>	
<b>No. / Location</b>													
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<b>Class</b>													
<b>Composition</b>													
<b>Orientaton</b>													
<b>Communication Space</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;"><b>Strand</b></td><td></td></tr> <tr><td><b>Sag/Tension</b></td><td></td></tr> <tr><td><b>Bundle Size</b></td><td></td></tr> </table>	<b>Strand</b>		<b>Sag/Tension</b>		<b>Bundle Size</b>							
<b>Strand</b>													
<b>Sag/Tension</b>													
<b>Bundle Size</b>													
<p><b>Notes:</b></p> <p><b>Design</b></p> <p>All project drawing(s) have been assembled utilizing existing Bell Canada Construction Standards, Specifications and Equipment which comply with the requirements of CSA C22.3 No.1 Overhead Systems and CSA-C83-96(R2000) Communication and Power Line Hardware. (Meets Section 7)</p>													

<b>Net X Anc Guy Pole Profile</b>						
<b>Orientation</b>						
<b>Hydro Supply Space</b>						
<b>Neutral Space</b>						
<b>Communication Space</b>						
<b>Down Guy Lead</b>						
<b>Pole Data</b>	<b>No. / Location</b>					
	<b>Plan #</b>					
	<b>Height</b>					
	<b>Class</b>					
	<b>Composition</b>					
	<b>Orientaton</b>					
	<b>Pole Appilcation</b>					
<b>Communication Space</b>						
	<b>Structure</b>	<b>Type</b>	<b>Size</b>	<b>Sag/Tension</b>	<b>Breaking</b>	<b>Sep./Lead</b>
	<b>Strand</b>					
	<b>Guy</b>					
	<b>Anchor</b>					
	<b>Bundle Size</b>					
<b>Notes:</b>						
<b>Design</b>						
All project drawing(s) have been assembled utilizing existing Bell Canada Construction Standards, Specifications and Equipment which comply with the requirements of CSA C22.3 No.1 Overhead Systems and CSA-C83-96(R2000) Communication and Power Line Hardware. (Meets Section 7)						



Guideline for  
Third Party Attachments  
Appendix A4 – Sample Toronto Hydro Record Of  
Inspection for Third Party Attachment #1

**Pole Owner  
Logo Here**

**Record of Inspection  
Third Party Attachment  
Like for Like Construction**

Date	
Reference	

**Project Information:**

Project	Project	Constructio Issued	Propose Complion Date	Number Poles

**Attacher Inspection Information:**

Utility	Yes /No	Inspector' Name	Date Inspecte	Position	Signatur
Bell					
Roger' CAT					
TTC					
Hydro Teleco					
Viac					
Allstea					
Enbridg					
City Traffic Signs					
City Traffic Signals					
CityStreet lighting					
Othe					

Sample only

**Ontario Regulation 22/04**

This site has been left in a condition that presents no undue hazard to the the Technical Guidelines ed by the ESA under Ontario Regulation

Please return original document upon



Guideline for  
Third Party Attachments  
Appendix A4 – Sample Toronto Hydro Record Of  
Inspection for Third Party Attachment #2

<b>Record of Inspection Third Party Attachment</b>		
<p style="text-align: center;"><b>AS CONSTRUCTED</b></p> <p><input type="checkbox"/> Aerial Installation</p> <p><input type="checkbox"/> UG Installation</p> <p>With changes shown on this Drawing</p>	<p><input type="checkbox"/> North District</p> <p><input type="checkbox"/> South District</p> <p><input type="checkbox"/> East District</p> <p><input type="checkbox"/> West District</p>	
Attachment owner	Permit #	Date
	Print Name	
	Position	
	Signature	
<p><input type="checkbox"/> <b>This is to certify that the construction as recorded in this drawing is consistent with the Approved Plan, Standard Designs, or work instruction.</b></p>		

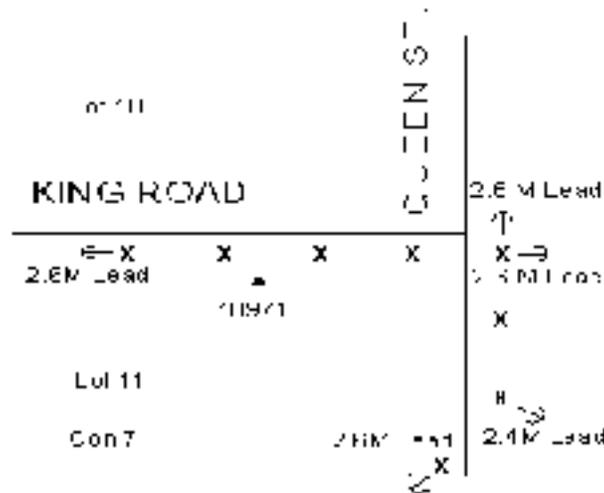
...MYDOCU-TESACOM-1VASCONS-1.DGN 19/09/2005 6:46:34 AM



**APPLICATION FOR LICENSED OCCUPANCY OF POLES**

\*Please complete all boxes above the dotted line.

Authority/Date of first part of the agreement (if any): <b>Audit Date August, 2001</b>		License/Project name/Reference approved Permit No. of "Fee" <b>1071-102</b>	
permission requested by name of Cable/Tolson company	signed: (for individual Cable Company)	title: (of individual Cable Co. Rep)	
Cable statement as follows: use specific quantities, size and nature of proposed attachment(s): <p style="text-align: center;"><b>1-075 inch dia. Coaxial cable &amp; 1-0.9 inch Fibre Cable on 1-6M strand, Line Tension- 21 kN, 7mm Guy Steel, Anchor leads in meters</b></p> Detail Construction Detail			
address of attachment: <b>Lots 10 - 11</b>	city/town or municipality: <b>Con. 7</b>	township/region of <b>East. Gwillimbury</b>	county/municipality <b>York Region</b>



\* Please enter details in the north-south column: (10M) foot tower numbers and subject to Permit numbers

**For Internal Use Only**

Approved Hydro Use: Operator in charge or designer: <b>Operations/ Front Line Manager</b>	Type: ( ) = Access (X) = Rental Pole	No. of poles/cables: <b>8</b>
Operator's name: <b>Newmarket</b>	Phone: <b>2185-799</b>	
Construction Verification:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Date:	Date acknowledged:	





