



# Plan Review Submittal Form

**ALL INFORMATION IN THE SUBMITTAL FORM IS REQUIRED FOR REGISTRATION OF SUBMISSION. IF SUBMITTAL FORM IS NOT COMPLETE REGISTRATION OF SUBMISSION WILL NOT OCCUR**

General Information	
Submitters' Company Name:	Customer ID (Account) #:
Submitters' Address: (#, street, city, postal code)	
Submitters' Name:	Submitters' Email
Submitters' Phone #:	Alternate Contact (optional)
Site Name:	
Site Address: (#, street, city)	
PO / Job Number	
Project Information	
<i>Please select the proper system voltage/configuration for the customer owned service/equipment being installed. This may or may not be the same as the supply voltage/configuration for the property.</i>	
Voltage	Delta (ungrounded) <input type="checkbox"/> Wye (grounded) <input type="checkbox"/>
Phase:	3 Phase 3 wire <input type="checkbox"/> 3 Phase 4 wire <input type="checkbox"/> Single Phase 2 wire <input type="checkbox"/> Single Phase 3 wire <input type="checkbox"/>
Project Type: (Select all that apply)	New Construction <input type="checkbox"/> Standby Generation <input type="checkbox"/> Equipment Replacement <input type="checkbox"/> Renovation <input type="checkbox"/> Parallel Generation <input type="checkbox"/> Hazardous Areas <input type="checkbox"/> Addition <input type="checkbox"/> Renewable Energy <input type="checkbox"/> Waste/Water Treatment Facility <input type="checkbox"/> Temporary <input type="checkbox"/> Health Care Facility <input type="checkbox"/> Parks/Camp Grounds <input type="checkbox"/>
High Voltage Transformer Ownership: Customer <input type="checkbox"/> Utility <input type="checkbox"/> Existing <input type="checkbox"/>	Is Transformer Approved: (if Customer owned)      Yes <input type="checkbox"/> No <input type="checkbox"/>
If transformer is not approved, what standard is it built to:	Main Distribution Rating: (panel/board rating)
Main Overcurrent Rating: (Fuse/Breaker Rating/Setting)	Overcurrent Continuous Rating      80% <input type="checkbox"/> 100% <input type="checkbox"/>
Feeder Ownership: Customer <input type="checkbox"/> Utility <input type="checkbox"/> Existing <input type="checkbox"/>	Feeder Conductor Size:
Scope: (provide brief description of work being performed):	

# Plan Review Submittal Drawings/Information Check List

**THE FOLLOWING DRAWINGS/INFORMATION IS REQUIRED FOR REGISTRATION OF SUBMISSION. IF ANY INFORMATION LISTED BELOW IS MISSING REGISTRATION OF SUBMISSION WILL NOT OCCUR.**

Section 1 below **must** be completed for each plan review submitted. Sections 2 – 8 below must be completed if they are applicable to the project. Any additional information that will aid in the review of the submittal is appreciated.

- 1)  **Single line diagram and associated schedules and drawings including the following info:**
  - Ground Fault Protection Information  No Ground fault protection required by OESC
  - Trench details required if there is any exterior conduits or cables)  Not applicable
  - Site Plan (required if there is any exterior equipment, conduits or cables)  Not applicable
  
- 2)  **For New Construction projects and service upgrades, include the following info:**
  - Service location and main electrical room layout
  - Demand Load Calculations \_\_\_\_\_ A at \_\_\_\_\_ V
  - Available Short Circuit Current (Isc) \_\_\_\_\_ kA (at main overcurrent)  Unavailable (in design stage)
  - Equipment Short Circuit Interrupt Rating (A Ic) \_\_\_\_\_ kA (main overcurrent)
  - Distribution panel board schedules (this may be indicated on the single line diagram)
  - Distribution panel board feeder schedules (this may be indicated on the single line diagram)
  
- 3)  **For projects including renovations and building additions:**
  - Clear indication on the single line diagram the new and the existing equipment.
  
- 4)  **For projects including stand by generator and Life Safety loads:**
  - Transfer scheme and Life Safety emergency distribution
  
- 5)  **For Health Care Facility Projects:**
  - The location and level of all patient care areas (i.e. Basic, intermediate or critical)
  - Where applicable, vital, delayed vital and conditional essential loads.
  
- 6)  **For Projects including Hazardous locations:**
  - Location and drawings for Hazardous areas
  
- 7)  **For Projects including High Voltage installations:**
  - Grounding Details/HV Station Grounding Layout  Existing Grounding
  - HV Equipment and Cable Design Criteria or Specifications
  - HV Station equipment layout
  - HV Station Elevation/Clearance Details (**MUST** be included if substation is open structure)  Not Applicable
  - Ground Potential Rise Study (required if supply voltage is 27.6KV Delta or greater)  No GPR study required
  - Main Transformer or design Impedance (if customer owned) \_\_\_\_\_%Z
  
- 8)  **For Projects Including Generation Equipment (non life safety eg. solar, wind etc):**
  - Drawing indicating interconnection of generation to normal power systems
  - For Photovoltaic installations the design source circuit string voltage
  - DC Single line including conductor and overcurrent sizes  Not applicable
  - Design Criteria or Specifications for Generators/Solar Panels/Inverters etc.

Plan Review is a general review and audit of plans for a specific project, submitted as per Rule 2-010 of OESC. Review of project plans does not imply that ALL portions of drawings have been reviewed for compliance and does not relieve the applicant from his/her responsibility to comply with the OESC for all aspects of the project. All electrical work requires a Certificate of Inspection from ESA, issued by ESA inspector.