

**PORT OF SEATTLE
SEA-TAC INTERNATIONAL AIRPORT
APPLICATION FOR CONNECTION TO ELECTRICAL SYSTEM**

No connections will be allowed without an approved 'Application for Connection' form.

I. PURPOSE of the 'Application for Connection'

The information provided via the 'Application for Connection' form allows AV Facilities & Infrastructure (AV/F&I) to work with the project teams to achieve the most effective point of connection for the proposed service/load while maintaining system integrity.

The 'Application for Connection' form provides:

- a. A formalized procedure for making connections to the existing electrical system
- b. The ability to assess the impacts of additional services/loads on the system
- c. The ability to identify the point of connection
- d. The ability to reserve the point of connection for the approved service/loads
- e. The ability to establish and maintain configuration control of the system and plan for the long-term system development to meet the needs of Sea-Tac International Airport

II. WHO's involved with the 'Application for Connection'

- a. Port of Seattle Project Manager is responsible for:
 - The project and proposed connection
 - Obtaining the required information
 - The timely submission of the 'Application for Connection' to AV/F&I Administrative Staff
- b. AV/F&I Administrative Staff is responsible for:
 - Receiving the submitted 'Application for Connection' from the Port of Seattle Project Manager
 - Dispersing the 'Application for Connection' to the appropriate reviewer in AV/F&I
 - Uploading the reviewed 'Application for Connection' to the Committee Meeting SharePoint site and the listed Port of Seattle Project Manager
- c. AV/F&I Reviewer is responsible for:
 - Reviewing the 'Application for Connection' provided by AV/F&I Administrative Staff
 - Approving, rejecting, or requesting a revise and resubmit
 - Providing the reviewed 'Application for Connection' back to AV/F&I Administrative Staff for processing

III. WHEN to submit an 'Application for Connection'

- a. Initial 'Application for Connection' form should be:
 - Submitted during project scoping and budgeting
 - Submitted NO later than the 60% design package stage
- b. Updated 'Application for Connection' form should be:
 - Resubmitted at 30%
 - Resubmitted at 60%
 - Resubmitted at 90%
 - Resubmitted at 100% submittal along with technical documents of project

IV. HOW to complete an 'Application for Connection'

- a. The 'Application for Connection' must be filled out in detail to include:
 - Complete details for project accounting purposes
 - Detailed description of the project scope
 - Detailed description of the proposed connections to the existing systems

Note: each panel requires its own Application for Connection form

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- b. The 'Application for Connection' should include, but is not limited to the following information and/or attachments:

- ☐ Electrical Load Calculations
- ☐ Electrical Panel Schedule
- ☐ General Arrangement Drawing
- ☐ 30 Day Meter Readings – Summary Sheet is OK
- ☐ Electrical One-Line Diagram
- ☐ Lighting Calculations
- ☐ Voltage Drop Calculations
- ☐ Conduit and Wire Schedule
- ☐ Proposed Equipment and Luminaire Submittals
- ☐ Pre-Design Electrical Load Study
- ☐ Site Plan and Building Plan

It is understood and recognized that all of the information identified will not be available at the early stages of the project, **but by the later stages of the project the requested information is required.**

- c. The filled out 'Application for Connection' form can be submitted via:

- E-mail to AVCommittees@portseattle.org

V. WHERE are completed 'Application for Connection' forms kept

- a. The 'Application for Connection' forms are kept:
- On the Committee Meeting SharePoint site (<http://collab.portseattle.org/sites/avfcommittee>) under the Applications link located on the left side navigation
 - Hard copies are housed in AV/F&I files