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
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/avficommittee) under the Applications link located on the left side navigation
   • Hard copies are housed in AV/F&I files