



# **Licensed Occupancy Wireline Attachment Process**

Version No: 1.1

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**1. Purpose and Objective**

1.1. This document provides an overview of FortisAlberta's updated application process and workflow for licensed occupant wireline attachments on poles, as outlined in [Licensed Occupant Guide: Wireline Attachments D08-08.1](#). It serves as a guide to ensure applicants follow the required procedures, supporting clear communication and efficient interaction between FortisAlberta and the licensed occupant throughout the application process.

1.2. The requirements for wireline attachment applications are detailed in [Licensed Occupant Guide: Wireline Attachments D08-08.1](#), shall be used and complied with in conjunction with the Licensed Occupant Wireline Attachment Process.

**2. Schedule of Fees**

2.1. The licensed occupant shall be responsible for any applicable fees as per the [Licensed Occupancy: Schedule of Fees](#).

**3. Pre-Registered Design Consultant**

3.1. The FortisAlberta Licensed Occupancy process is to be used when an Approved Third Party wishes to utilize FortisAlberta Infrastructure for the attachment of Telecommunications Facilities. FortisAlberta maintains a list of Pre-Registered Design Consultants authorized to prepare and submit applications on behalf of telecommunications companies. To initiate the process, a Pre-Registered Design Consultant must submit an application to FortisAlberta in accordance with procedure D08-08.1. Once received, FortisAlberta will review the submission and provide a preliminary cost estimate for the work required to prepare the FortisAlberta Infrastructure to accommodate the proposed Telecom Facilities. FortisAlberta will maintain the care and control of FortisAlberta Infrastructure, including but not limited to:

- Engineering Review
- Permit Issuance
- Construction Review
- QA/QC Review
- Inspection
- Hot Work
- Work within the Limits of Approach
- Energization

**4. Glossary**

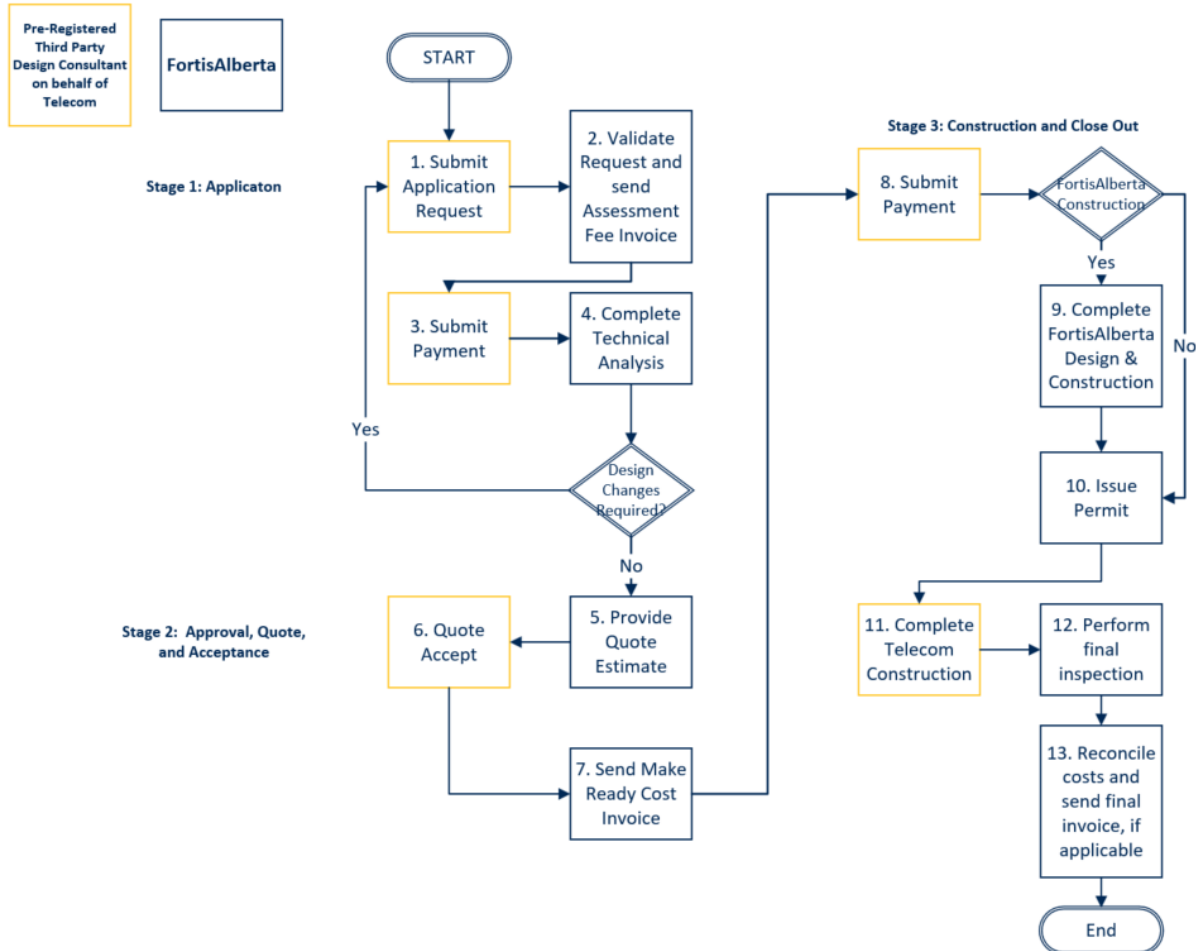
Table 3.1 Glossary

<b>TERM</b>	<b>DEFINITION</b>
<b>Assessment Fee</b>	Fee invoiced to the telecommunications company to review and assess their request to connect to FortisAlberta facilities
<b>As Built / Return Data Drawings</b>	Authenticated marked-up version of the approved construction drawings showing changes that were made in the field during installation
<b>Attachment</b>	Any material, apparatus, equipment, or facility owned by an Approved Telecommunications company and approved to be connected to FortisAlberta facilities
<b>Design and Construction</b>	Includes the design and construction of FortisAlberta Infrastructure in relation to accommodating Telecom Facilities in accordance with the attachment request, as coordinated with and accepted by FortisAlberta for a particular Project.
<b>Final Invoice</b>	All expenses incurred by FortisAlberta that result from or are associated with an attachment request, as determined solely at FortisAlberta's discretion
<b>Initial Estimate and Quote</b>	Initial estimated quote provided by FortisAlberta to the telecommunications company for all work required to assess, design, construct and inspect the attachment project
<b>Initial Project Meeting</b>	A pre-construction meeting between the FortisAlberta Licensed Occupancy team and Telecommunications installation contractor
<b>Licensed Occupancy Team</b>	FortisAlberta team responsible for administering and inspecting third party telecommunications attachments
<b>Make Ready Cost Invoice</b>	Cost invoiced to the telecommunications company to upgrade or modify FortisAlberta facilities in support of the attachment request
<b>Operations and Constructability Input</b>	A review of the proposed installation by FortisAlberta field personnel to assess the constructability and operational needs of the project
<b>Permit</b>	Acceptance of the procedure put in place as between FortisAlberta and Telecommunications Company for the purpose of executing the Work in a safe and efficient manner
<b>Pre-registered application</b>	A request by an Approved Pre-Registered Design Consultant for the installation or attachment of Telecom Facilities (and Power Supply) on FortisAlberta Infrastructure
<b>Pre-Registered Design Consultant</b>	A design consultant that has been pre-approved by Fortis Alberta to make attachment applications on behalf of the telecommunications companies
<b>Telecom Construction</b>	Installation of the approved telecommunication facilities
<b>Telecommunications Company</b>	Approved third party owner of the facilities attaching to FortisAlberta infrastructure



**5. FortisAlberta Licensed Occupancy Telecom Process – Process Flow Map**

5.1. The process involves the following high-level steps:



**6. FortisAlberta Licensed Occupancy Telecom Process Steps****5.1. Stage 1: Application**

**5.1.1 Submit Application Request:** Third-Party Design Consultant complete and [submit](#):

- Pre-registered application – See Appendix A
- Checklist – See D08-08.1
- Complete Attach to FortisAlberta Equipment Form online
- **Note:** The licensed occupant must maintain a Licensed Occupancy Agreement with FortisAlberta.

**5.1.2 Validate Request and send Assessment Fee Invoice:** FortisAlberta will review the application for completeness and send an Assessment Fee Invoice to the Telecom.

**5.1.3 Submit Payment:** The invoice must be paid before the process continues.

**5.1.4 Complete Technical Analysis:** FortisAlberta will review the application for technical accuracy and obtain Operations and Constructability input. If FortisAlberta has notified the licensed occupant of deficiencies or conflicts, the licensed occupant must provide a solution and re-submit their design to FortisAlberta.

- **Note:** Additional Assessment fees may apply to incomplete applications.

**5.2 Stage 2: Approval, Quote, and Acceptance**

**5.2.1 Provide Quote Estimate:** FortisAlberta will prepare and send an initial estimate and quote to Telecom.

**5.2.2 Quote Accept:** Telecom must confirm acceptance of the quote.

**5.2.3 Send Make Ready Cost Invoice:** FortisAlberta will issue a Make Ready Cost Invoice to the Telecom.

**5.3 Stage 3: Design, Construction and Closeout**

**5.3.1 Submit Payment:** The Invoice must be paid to move forward.

**5.3.2 FortisAlberta Design and Construction (if required):** If FortisAlberta construction is needed, FortisAlberta will complete the design and construction (see [Licensed Occupant Guide: Wireline Attachments D08-08.1](#)).

**5.3.3** FortisAlberta will notify the licensed occupant after the FortisAlberta make ready work is complete

**5.3.4 Issue Permit: FortisAlberta will:**

- Hold an initial project meeting
- Issue a permit to the Telecom/Third-Party Design Consultant to begin construction
- The licensed occupant must not attach any facilities on FortisAlberta structures until after the required FortisAlberta permit is issued

**Note:** *All Third-Party Consultants and Telecommunications Companies must adhere to FortisAlberta's Safety Standards and procedures as outlined in D08-08.1, including compliance with AEUC, Limits of Approach, and permit requirements.*

**5.3.5 Complete Telecom Construction - Third-Party Design Consultant will:**

**5.3.5.1. Complete construction as per plan**

If the licensed occupant must make minor design or construction changes, the licensed occupant must coordinate with the FortisAlberta Area Coordinator.

If the licensed occupant must make major changes, the licensed occupant's representative must coordinate with the FortisAlberta Designer and request in writing (i.e., letter, email, fax) indicating the proposed changes and the reasons for the changes, including sufficient details and/or plans to clearly outline or depict the scope of the proposed changes.

The FortisAlberta Design representative will review the request and check if the proposed changes can be completed and recorded as "red-line" as-built changes or whether the proposed changes are significant enough to warrant the submission of revised IFC engineering drawings for FortisAlberta's Acceptance again.

If construction has begun and a physical obstruction requires changes to the proposed design or layout, it is the licensed occupant's representative responsibility to coordinate the request as outlined above.

**5.3.5.2. Submit As Built/Return Data drawings upon completion.** Approved deviations or changes in FortisAlberta accepted IFC prints shall be marked with a red ink pen on the IFC print. This will help ensure that FortisAlberta's facilities are not put into jeopardy and that the changes will not affect the proposed design. The licensed occupant must provide the "as-built" drawings to FortisAlberta within thirty (30) days upon completion of their work so that FortisAlberta may verify the proper installation of the communication facilities.

**5.3.5.3. Meet regularly with FortisAlberta Licensed Occupancy Team to provide status updates until construction is complete**

**5.3.6 Perform Final Inspection:** FortisAlberta will inspect the completed work to confirm compliance with requirements.

The licensed occupant's representative is responsible for all corrective actions and costs related to correcting any deficiencies or any non-approved alterations made with reference to FortisAlberta accepted IFC prints

**5.3.7 Reconcile Costs and send final invoice:** FortisAlberta will reconcile all project costs and issue a final invoice or refund to the Telecom, if required

**7. Process Updates and Document Approval History**

Version	Effective Date	Revision History	Editor
V1.1	Jan 7, 2026	Updated Hyperlinks	AF

<b>Executive Sponsor</b>	<i>Scott Williams</i>
<b>Effective Date</b>	<i>January 1, 2026</i>
<b>Review Cycle</b>	<i>January 1, 2027</i>

Approved:

Signed by:  
*Scott Williams*  
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\_\_\_\_\_  
Executive Sponsor Signature\_\_\_\_\_  
Date**8. FortisAlberta Licensed Occupancy Contacts****For further information please contact:**

- **Licensed Occupancy Team**  
Email: [licensedoccupancy@fortisalberta.com](mailto:licensedoccupancy@fortisalberta.com)
- **Cole Dingman**  
Supervisor Project Design Quality, Capital Delivery  
Phone: 587-775-6305  
Email: [cole.dingman@fortisalberta.com](mailto:cole.dingman@fortisalberta.com)



**APPENDIX A PRE-REGISTERED THIRD-PARTY CONSULTANTS**

Third-Party Consultant	Contact Name	Contact Phone	Contact E-Mail
Hardline Engineering	Danielle Goldade	403-614-4883	<a href="mailto:dgoldade@hardlineeng.com">dgoldade@hardlineeng.com</a>
Primary Engineering and Construction	Eric Li	780-906-6056	<a href="mailto:eli@primaryeng.com">eli@primaryeng.com</a>
Iconic Power Systems	John Wainwright	403-620-8855	<a href="mailto:jwainwright@iconicpowersystems.com">jwainwright@iconicpowersystems.com</a>