



Licensed Occupancy Wireline Attachment Process

Version No: 1.3

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1. Purpose and Objective

1.1. This document provides an overview of FortisAlberta's updated application process and workflow for Telecom/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 Telecom 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 Telecom 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 assist in submitting applications for telecommunications companies. To initiate the process, a Pre-Registered Design Consultant must be used to assist in submitting a complete 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

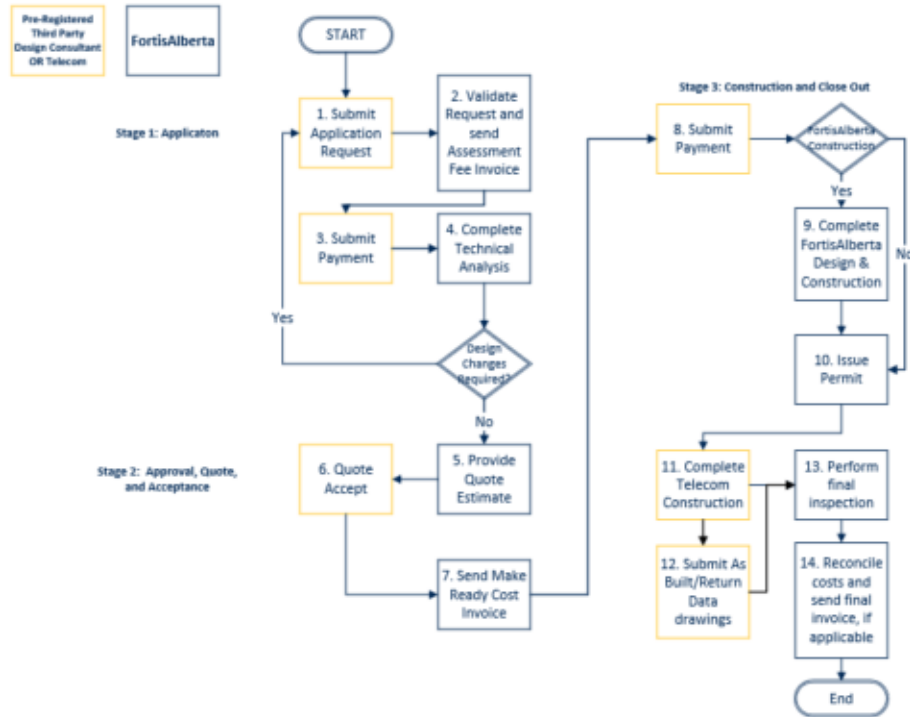
4. Glossary

Table 3.1 Glossary

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

5. FortisAlberta Licensed Occupancy Wireline Attachment Process Flow Map

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



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

5.1.1 **Submit Application Request:** Telecom OR Third-Party Design Consultant to [submit](#):

- Pre-registered application – See Appendix A
- Checklist – See D08-08.1
- Complete Attach to FortisAlberta Equipment Form online
- **Note:** The Telecom 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 Telecom of deficiencies or conflicts, they 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 Telecom 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 to begin construction
- The Telecom 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 – Telecom will:**5.3.5.1. Complete construction as per plan**

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

If the Telecom must make major changes, their 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 Telecom’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 Telecom must provide the “as-built” drawings to FortisAlberta within sixty (60) 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 Telecom’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
1.1	January 21, 2026	Updated process map and details to clarify Telecom OR Pre-Registered Consultant on process diagram steps 1, 3, 6, 8 & 11	Anne Fry
1.2	February 4, 2026	Updated Pre-Registered Design Consultants, and process verbiage	Anne Fry
1.3	May 21, 2026	Updated Pre-Registered Design Consultants List	Anne Fry

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

Approved: Signed by:
Scott Williams *12/1/2025*
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 Executive Sponsor Signature Date

8. FortisAlberta Licensed Occupancy Contacts

For further information please contact:

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APPENDIX A LIST OF PRE-REGISTERED DESIGN CONSULTANTS

Third-Party Consultant	Contact Name	Contact Phone	Contact E-Mail
Hardline Engineering	Danielle Goldade	403-614-4883	dgoldade@hardlineeng.com
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Legacy Design Tech Inc.			
Primary Engineering and Construction	Eric Li	780-906-6056	eli@primaryeng.com
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