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GUIDELINES

ELECTRICAL PERMIT APPLICATION PROCESS

Applying for electrical permit, remember that:

- 1) The permit will be valid for **365 days** from the date of issuance. Some exceptions apply.
- 2) Work must commence on the work site within **90 days** of permit issuance.
- 3) Work cannot be abandoned or have no significant progress for **120 days**.

By applying for an electrical permit, the owner/contractor is taking steps to ensure that all the work performed will be in compliance with all applicable safety codes and regulations.

Installing electrical outlets requires a lot of planning ahead. First, you need to make a list of all the fixtures that need to be connected to the electrical supply and determine their precise location(s).

If the work is in progress or has been completed, a permit is still required.

Inspections of the work being completed are critical to ensure your safety. Electrical permits will require a minimum 1 inspection but some may require 2 or more. We will confirm the number at time of permit issuance.

Arrange to provide 2-5 days' notice before the inspection. As the applicant or owner, it is your responsibility to have all the inspections completed to ensure the safety of the occupants.

How to complete the application:

The following information is designed to assist with completing the permit application.

Application Date: Date you will be submitting the application to us.

Estimated Project Completion Date: This is the date you expect the work associated with this permit to be completed.

Permit Applicant: A permit may be issued to an owner or contractor. The table below illustrates when the owner of a property may apply for the permit, in all other situations, a contractor with the required credentials must apply for the permit.

A permit issuer may issue a permit in Electrical discipline to:

Owner	Contractor
An owner who resides in a single family residential dwelling where the electrical system serves that dwelling. An owner of a farm building* served by a single phase electrical system.	A Master Electrician (journeyman electricians are not acceptable).

*Farm building is a building located on agricultural land as defined in the *Agricultural Operation Practices Act* that is occupied for an agricultural operation as defined in the *Agricultural Operation Practices Act*. The categorization of a property as a farm building is done by the municipality. Buildings built on farm lands which are not for farm use but for personal use still require permits for the construction.

Value of Installation (Labour & Material): This is a dollar value of the combined value of the materials used for the work being completed under the permit and the labour to complete the work. If you are a homeowner and do not know that value of your labour, multiply the cost of material times two. The value to be used for the materials and labour is the current industry value, not a discounted rate.

Owner Information: This section is mandatory, even if the contractor is submitting the permit application. It is a requirement under the *Alberta Permit Regulation* to obtain the property owner's name and mailing information. Email addresses are encouraged. Obtaining complete and accurate information is necessary for several reasons. Most importantly, the owner is ultimately responsible for ensuring the work complies with the *Safety Codes Act*. The final inspection report and a permit services report will be sent directly to the owner. The final inspection report will provide the owner with the condition of work at the time of the inspection. If there are deficiencies, the owner is ultimately responsible but should allow the contractor time to repair. A permit services report is issued when the permit is closed and alerts the owner as to the final outcome of the inspection process. If deficiencies still exist, the owner may require additional actions.

Owners may also be contacted in the event of a no-entry inspection, when a variance is issued or if the permit expires.

Contractor Information: This section is mandatory if the permit is being requested by a contractor. Ensure the site supervisor or prime contact information is provided.

Project Information: It is a requirement under the *Alberta Permit Regulation* to obtain the address of where the construction will take place. It is vital to clearly state the municipality where the project is located. Ensure an accurate street address is provided, as this information is used by the Safety Codes Officer (inspector) to find the work location. Include written directions as required as map applications may not have the ability to find rural locations or new streets.

Description of Work: A requirement under the *Alberta Permit Regulation* is to describe the undertaking or portion of the undertaking governed by the permit, including information satisfactory to the permit issuer regarding the technical nature and extent of the undertaking. A description of work should always be included so that the Safety Codes Officer knows what they should be inspecting when they are on the work site.

Building Type: Select one type of building where the work will be completed.

Type of Work: Select one type of work that best describes the work to be completed.

Service: Complete all fields that correspond to the work covered by the permit.

Signatures: The owner is required to sign if they are applying for the application. If the contractor is applying, they must provide the Master Electrician's name, signature and certification number.

Fees: Fees for a permit will be calculated by our Safety Codes Clerks when you submit the application.

Completing the application process:

Ensure the following items are complete:

- Application form completed and signed. Be sure to include project completion date, value of work and other information as required.
 - Payment for applicable fees
 - Credit card information
 - Cheque payable to IJD Inspections Ltd. must be received prior to inspections.
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That's it, you're done!

Now email, fax or mail your completed application to us.

Email: permits@ijd.ca

Fax: 1-866-801-7639

Mailing Address: # E4, 5560 45 St. Red Deer, Alberta T4N 1L1

We will issue your permit and send you a copy the same way we receive it (email, fax, mail).