



Here is some important information to know before you begin working as an electrical contractor in the City of Grande Prairie.

Owner's Name:

Permits

The permit regulations of the Alberta Safety Codes Act state a permit in the electrical subtrade discipline is required to install an electrical system or alter/add to an existing system. Electrical subtrade permits are not required for:

- Communication systems;
- Electrical installations to which the CSA Standard CAN/CSA M421-00(R2000) The Use of Electricity in Mines applies;
- Electrical installations related to an elevating device;
- Extra low voltage, class 2 electrical circuits unless they are for any of the following;
 - Safety control;
 - Locations described as hazardous in the Electrical Code;
 - Electro-medical purposes;
 - Lighting;
- The replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation

I understand when an electrical subtrade permit is required:

Your Responsibilities

The permit regulations of the Alberta Safety Codes Act state when a permit is issued, the permit holder must:

- Comply with the terms and conditions of the permit.
- Undertake the construction, process, or activity in accordance with the Act and applicable codes and standards.
- Notify the permit issuer:
 - If the permit holder does not intend to complete the undertaking, or
 - If there is a change in ownership from the ownership from the owner as stated on the permit application.

I understand my responsibilities as a permit holder:



Permit Life

- Required inspections are listed in the terms and conditions of the permit.
- Work must start within 90 days of a permit being issued.
- The project must not be abandoned for a period of 120 days.
- An email requesting confirmation of project start will be sent if no inspections are requested within 80 days once the permit is issued.
- Once the job is underway the permit is tracked to ensure there is activity within every 120 days. After this time period, an email requesting confirmation the project is ongoing. If work on the project has stalled, this is the time to request an extension. There will be information in the email on how to do this.

I understand the life of a permit:

Fees

Permit fees are established as per [Schedule "A" of Bylaw C-1395 for Fees, Rates and Charges](http://cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges)
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Fines for Non-Compliance

Failure to obtain a permit prior to beginning work results in a fine.

- For the first offence, a fine at a rate double the permit fee referenced above.
- For the second offence, a fine at a rate triple the permit fee referenced above.
- For the third offence, a fine to be set as defined in [Section 15.1 of Bylaw C-1328](#).

When a building permit is issued, the building permit placard must be posted on-site and visible from the street until final inspections are complete.

Important Notes

- All work related to a scheduled inspection must be complete and ready for the date of inspection.
- Adequate site access is required for City staff to complete inspections. Sites must be clean, safe, and complete with secured ladders or stairs.
- Receiving an inspection with failure to meet any of the above requirements will result in a failed, not ready, or no entry. After the first occurrence sites may be subject to a fine as described in Schedule "C" of Bylaw C-1328.

I understand non-compliance may result in receiving a fine:

- I have attached a copy of the owner's Master Electrician trade certificate OR
- I have attached a copy of an employee's Master Electricians trade certificate

**Note: Employees contact information is required as they will receive a copy of all permits issued.*

*Employee's Phone

*Employee's Email

Signature

Date