

Annual Electrical Permit Application



Application Date (M/D/Y): _____

Project Location:
REGIONAL MUNICIPALITY OF WOOD BUFFALO

Street Address: _____ Hamlet: _____

Unit #: _____ Lot: _____ Block: _____ Plan: _____

Legal Subdivision: Part of: _____ ¼ Sect: _____ Twp: _____ Rg: _____ W of: _____ Subdivision: _____

Directions: _____

Project /Plant Information: Commercial Industrial Institutional

Project/Plant Use: _____

KVA Rating of establishment: _____ Projected Annual Electrical Installation costs: \$ _____

Facility Information: _____

Facility Name: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Electrician Information:

Contractor: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____ Phone: _____

Alt Phone: _____ Email Address: _____ Fax: _____

Permit Fee: \$ _____ *SCC Levy: \$ _____ TOTAL FEE: \$ _____

*SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

Payment Method:

Visa M/C Debit Cheque Cash Authorization / Cheque Number _____

Credit Card #: _____ Expiry Date: _____ Date of Authorization: _____

Name of Cardholder: _____ Signature of Cardholder: _____

Please read the terms and conditions and sign the second page of this application. Then return the application with all your documentation to Planning and Development located at 309 Powder Drive.

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Permit Terms and Conditions

1. A permit issuer may issue a permit in the electrical discipline allowing the owner or operator of the premises to perform minor repairs, alterations or additions on the premises under the following conditions:
 - a. a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
 - b. the permit does not entitle the owner or operator to effect major alterations in or additions to the premises;
 - c. the owner or operator maintains on the premises an accurate record of all repairs for the year and they will have these records available to the inspector at the time of inspection;
 - d. the owner or operator maintains on the premises an accurate record of all repairs for the previous 2 years and makes the record available to a safety codes officer on request;
 - e. the permit is limited to a one-year term, subject to renewal by the permit issuer
2. Job costs for minor repairs, alterations or additions that are performed on an annual permit, are not permitted to be in excess of \$10,000 for parts and labour. A permit will be required to be obtained to complete this work.
3. An annual permit is valid for one year from the time of issuance.
4. Inspections are required 6 months and 12 months from permit issuance. The applicant or organizations representative must schedule the inspection. Contact 780-743-7813 or email inspections@rmwb.ca.
5. The Safety Codes Officer will randomly identify the reported work they wish to inspect that has been recorded in the log book.
6. All deficiencies must be corrected and re-inspections will be required to confirm the work has been corrected.
7. On the issuance of a permit, the permit holder must;
 - a. comply with the terms and conditions of the permit,
 - b. undertake the construction, process or activity in accordance with the Act and applicable codes and standards.

Permit Declaration

The permit applicant/owner acknowledges that the installation will be completed in accordance with the Alberta Safety Codes Act, Permit Regulations, and Regional Municipality of Wood Buffalo Permit Policy. The personal information provided on this form is protected by the **Freedom of Information of Privacy Act**. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation.

Applicant Name

Applicant Signature

Date