



**SUBTRADE PERMIT - CONTRACTOR CHANGE REQUEST**

**This form is to request a change to the contractor of record for an active, existing (issued) Subtrade permit.**  
A contractor change to an existing permit can only be granted where the previous contractor has **not** started the work.  
If a change of contractor occurs after the work has begun and/or been inspected, a new Permit must be applied for.  
If any changes to the scope of work occur, additional documentation and/or fees may be required.  
Contractor Change Requests can be submitted to Rocky View County Building Services at: [building@rockyview.ca](mailto:building@rockyview.ca)

Date (Month/Day/Year): \_\_\_\_\_ Subtrade Permit Number: \_\_\_\_\_

***Any changes to owners, contractors or builders must be communicated to Rocky View County. If any changes to the permit holders or scope of work occur, additional documentation and/or fees may be required.***

**Type of Permit:**  Electrical  Gas  Temporary Gas  Gas Fireplace  Plumbing  Sewer Connection  Private Sewage

**Project Location:**

Municipal Address: \_\_\_\_\_ Unit/CRU number (if applicable): \_\_\_\_\_  
Legal Address: Part of: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_  
Subdivision Name (if applicable) \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

**Previous Contractor:** A contractor change to an existing permit can only be granted where the previous contractor has **not** started the work.  
If a change of contractor occurs after the work has begun and/or been inspected, a new Permit must be applied for.

Contractor (Company): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Last stage of work completed by previous contractor:** \_\_\_\_\_

**New Contractor:**

*\*Companies that have not previously been registered with Rocky View County will be required to submit copies of any/all required valid recognized trade certificates with this form to complete registration.*

Contractor (Company): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email (main office contact): \_\_\_\_\_

Ticket holder Name (assigned to this permit): \_\_\_\_\_ Professional ID/Ticket #: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Change Requested/Submitted by:** Same as:  New Contractor  Owner(s)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Relation to project:** \_\_\_\_\_

"I have read, understood and agree to abide by the permit information and all previous permit inspection reports and permit conditions, and I hereby declare the submitted application information provided on this form to be true, complete and correct. If signing as an agent or representative on behalf of the owner, I verify that I have full permission and authority to apply and act on the owners' behalf in regards to the work and permits and I confirm that I have authority from all permit holders and owners to submit this change request":

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.*



### IMPORTANT INFORMATION ABOUT YOUR SUBTRADE PERMIT

- Subtrade works (electrical, gas, plumbing, sewer connections, and private sewage), are inspected by an inspection service company on behalf of Rocky View County.
- The inspection service company may require that you have additional inspections, over and above those covered by the standard permit fee. The inspection service company will notify you of any additional inspections and fees required.
- The inspection service company may issue 'extra fee notices' to be paid for:
  - work not ready at time of scheduled inspection,
  - no access at time of scheduled inspection,
  - additional inspections due to project complexity,
  - failure of an inspection (requiring a return inspection).All extra fees are to be paid in full before subsequent inspections can be scheduled.
- All fees (including extra inspection fee notices, issued by the inspection service company) are to be paid to Rocky View County. Please refer to our website: [www.rockyview.ca/BuildingPlanning/BuildingPermits/Fees](http://www.rockyview.ca/BuildingPlanning/BuildingPermits/Fees) for current fee rates and payment options.
- Under the Safety Codes Act, the owner and/or agent is responsible for ensuring that any thing, process or activity to which this Act applies, meets the requirement of the Safety Codes Act. **It is the owner and/or agents responsibility to ensure that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.**
- **All permits expire one year from the date of issuance.** Extensions to the permit expiration date can be requested from Rocky View County Building Services in writing, before the expiration date. If the permit expires, renewal fees will apply to reactivate / renew the permit(s).

#### **The permit holder and/or property owner is responsible for:**

- Complying with the terms and conditions of the permit (please ensure the permit conditions are reviewed thoroughly),
- Undertaking the construction, process or activity in accordance with the Safety Codes Act and applicable codes and standards,
- Notifying the permit issuer if:
  - there is a change in ownership and/or contractor from what was submitted on the permit applications, (a permit is not transferable to any other person unless the transfer is authorized in writing by the permit issuer). If a change of contractor occurs after the work has begun and/or been inspected, a new permit must be applied for under the new contractor for the remainder of the work,
  - there is a change to the owners, applicants or contractors contact information,
  - there are changes to submitted plans or scope of work (changes to the work in type, size and value has an impact on a permit. Unapproved changes, incorrect/insufficient information can result in cancellation of a permit),
  - the permit holder (owner or contractor) does not intend to complete the undertaking.
- **Inspections and Requirements:**  
Make sure that you're familiar with the inspection requirements and other pre-booking information. The inspection requirements are available for review on our website: [www.rockyview.ca/inspections](http://www.rockyview.ca/inspections)

#### **To Book a Subtrade Permit Inspection (Electrical, Plumbing, Gas, Private Sewage, Sewer Connection) \*excluding Langdon:**

Davis Inspections Services Ltd.

Online: [www.rockyview.ca/inspections](http://www.rockyview.ca/inspections)

#### **Langdon Sewer Connections - To Book a Sewer Connection Permit Inspection \*in Langdon only:**

Rocky View Utilities Corporation

Phone: 403-936-8744

***Please book three to five business/working days prior to your desired inspection date.***