



CONTRACTOR REGISTRATION FORM FOR PERMITS

Date (Month/Day/Year): _____

Please submit this completed Contractor Registration, including copies of any/all required valid recognized trade certificates by email to: building@rockyview.ca

Contractor Company Information:

Company: _____

Address: _____ City: _____ Prov: _____ Postal Code: _____

Phone (Main Office): _____ Cell: _____

Email (Main Office): _____

Type of Work / Certifications – Please check all that apply:

General Contractor Electrical Plumbing Gas Private Sewage Sewer Connection

Other: _____

Main Contact Information:

(a general contact that will accept permit documents, inspection reports and handle general permit administration inquiries):

Name (main office contact): _____ Position: _____

Phone: _____ Cell: _____ Email: _____

Other Contacts: (site contacts, trade certificate holders etc)

Plumbing, Gas, Electrical, Private Sewage and Sewer Connections Trades require copies of any/all required valid recognized trade certificates to be submitted with this registration.

The Contractor registration will not be completed unless the certificates are verified.

1) Name : _____

Position / Trade certificate held: _____ Certificate Number: _____

Phone: _____ Cell: _____ Email : _____

2) Name : _____

Position / Trade certificate held: _____ Certificate Number: _____

Phone: _____ Cell: _____ Email : _____

3) Name : _____

Position / Trade certificate held: _____ Certificate Number: _____

Phone: _____ Cell: _____ Email : _____



IMPORTANT INFORMATION ABOUT YOUR CONTRACTOR REGISTRATION AND PERMIT HOLDER RESPONSIBILITIES:

Permits issued by Rocky View County are governed by the Safety Codes Act, the Safety Codes Act Permit Regulations and applicable Municipal Bylaws. The Safety Codes Act and Safety Codes Permit Regulations for the Province of Alberta can be reviewed online at: www.alberta.ca/permits-and-albertas-safety-code-system.aspx

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 agent's responsibility to ensure that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.

Inspection Information:

Permit fees paid to Rocky View County can include one or two inspections, depending on your project. Supplementary inspections can be added for an additional fee at time of permit application, if desired or recommended for your project size (non-refundable). Please review the ***Inspection Requirements*** documents available at: www.rockyview.ca/inspections

The Safety Codes Officer may identify that additional inspections are required, over and above those covered by the standard permit fee. The Safety Codes Officer may also 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).

The Safety Codes Officer will notify you of any additional inspections and fees required.

All fees (including extra inspection fee notices) are to be paid to Rocky View County. Please refer to our website: www.rockyview.ca/BuildingPlanning/BuildingPermits/Fees for current fee rates and payment options. Any outstanding fees must be paid before subsequent inspections can be scheduled.

Permit Terms:

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).

Once a permit has been issued, the permit holder 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).
 - For Subtrade Disciplines (Plumbing, Gas, Electrical, Private Sewage, Sewer Connections) - 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 owner's, applicant's or contractor's 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,