



**ELECTRICAL PERMIT APPLICATION FORM**

All required forms, documents and permit application processes are available on our website at: [www.rockyview.ca/building-permits](http://www.rockyview.ca/building-permits)  
No work is to begin unless a permit has been issued.

Application Date (Month/Day/Year): \_\_\_\_\_ Related Building Permit Number (if applicable): \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Permit Type:**  Homeowner  Contractor  
**Current stage of Work:**  Electrical work has not started  Electrical work is in progress  Electrical work is complete  
**No work is to begin unless a permit has been issued.**

**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: \_\_\_\_\_  
Directions / Comments: \_\_\_\_\_

**Homeowner Permit:**  
**Owner's Signature / Declaration (Residential and Farm Buildings Only):**  
*"I hereby declare I am the owner of the premises in which the work will be conducted, and reside on the property. I am doing the work myself, and assume responsibility for compliance with the applicable Act and Regulations":*  
\_\_\_\_\_  
Homeowner Signature

**Contractor Permit:**  
Electrical Contractor (Company): \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Master Electrician ID #: \_\_\_\_\_ Electrician Name: \_\_\_\_\_ Electrician Signature: \_\_\_\_\_

**General Contractor/ Builder (if applicable):**  
Contractor: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

TYPE OF OCCUPANCY	TYPE OF WORK	DESCRIPTION OF WORK:
<input type="checkbox"/> Residential <input type="checkbox"/> Multi Family Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Farm/Ranch <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Oilfield <input type="checkbox"/> Institutional <input type="checkbox"/> Mobile <input type="checkbox"/> Manufactured <input type="checkbox"/> Other: _____	<input type="checkbox"/> New Construction <input type="checkbox"/> Renovation (e.g. Basement) <input type="checkbox"/> Addition (adding sq.footage) <input type="checkbox"/> Service Connection only <input type="checkbox"/> Tenant Bay Development <input type="checkbox"/> Commercial Base Building <input type="checkbox"/> Commercial Meter (separate permit required per meter) <input type="checkbox"/> Other: _____	Service Type: <input type="checkbox"/> New <input type="checkbox"/> Temporary Volts: _____ Amps: _____ Phase: _____ Square Footage: _____ Cost of Installation: (Labour & Material) \$ _____ <b>ADDITIONAL DETAILS:</b> _____ _____

*"I have read, understood and agree to abide by the permit information and permit holder responsibilities detailed on page 2, and I hereby declare the submitted application information provided on this form to be true, complete and correct."*  
Applicant Signature: \_\_\_\_\_

*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 ELECTRICAL PERMIT**

- **No work is to begin unless a permit has been issued.**
- Electrical works are inspected by an inspection service company on behalf of Rocky View County.
- Electrical 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 information document: ***Inspection Requirements for Subtrade Permits*** available at: [\*\*www.rockyview.ca/inspections\*\*](http://www.rockyview.ca/inspections)
- 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.
- **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(s) is responsible for:**

- Complying with the terms and conditions of the permit. Please ensure the permit conditions are reviewed thoroughly.
- Ensuring that all required inspections are booked and finalized with no outstanding deficiencies before the permit expiry.
- 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 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 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,
- 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.

#### **To Book Electrical Permit Inspections:**

Please schedule inspections at least three to five business days prior to the preferred inspection date.

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