





### IMPORTANT INFORMATION ABOUT YOUR PLUMBING PERMIT

- **No work is to begin unless a permit has been issued.**
- Plumbing works are inspected by an inspection service company on behalf of Rocky View County.
- Plumbing 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 Plumbing 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)