



CITY OF
FORT SASKATCHEWAN

ELECTRICAL PERMIT

New Residential Housing or Secondary Suite

780-992-6207 or inspectors@fortsask.ca

Project Address:

Applicant Information:

Applicant & Business Name: _____

Email: _____

Address: _____

Phone: _____

Property Owner Information:

Same As Applicant Information: ☐

Owner Name: _____

Email: _____

Address: _____

Phone: _____

Installer Information:

Please note "same as above" if the business name & contact info matches the applicant info

Required

Installer Business Name: _____

Installer Name: _____

Installer Email & Phone: _____

Installer Master No.: _____

Installer Signature: _____

Project Information

Work related to this permit shall not commence prior to permit approval and issuance

Description of Work: _____

Cost of Installation: \$ _____

Rating of service - Amperes: _____

Developed areas (SF or M²): Main Flr: _____ Second Flr: _____ Basement: _____ Garage: _____

A Load Calculation is required for Secondary Suite projects - please reach out if you require a form.

I (am) (represent) * the owner of the land and (will be) (represent) * the owner of the building for which I am submitting this permit application.
I have read and understand the statements printed on the reverse side of this form. I agree to conform to all applicable laws in this jurisdiction.

APPLICANT SIGNATURE: _____ **DATE:** _____

This personal information is being collected and used under the Safety Codes Act and the authority of Section 4(c) of the Protection of Privacy Act for the purpose of issuing permits, safety codes compliance verification, monitoring, property assessment purposes, and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

OFFICE USE ONLY

Application Number: **PR** _____

Base Fee: \$ _____

Development Permit: _____

SCC (\$4.50 or 4%): \$ _____

Total: \$ _____

Tax Roll - Lot - Block - Plan

PERMIT APPROVAL

Conditions attached if applicable

Issued By: _____

Permit Number Issued:

Designation No.: _____

Issuers Signature: _____

Date Issued: _____

Contact: inspectors@fortsask.ca or 780-992-6207 to arrange inspection



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ELECTRICAL PERMIT INFORMATION

For questions about your permit or inspections, please contact:

780-992-6207 or inspectors@fortsask.ca

- This permit is valid for one year as long as work begins within 90 days of issuance and isn't paused or abandoned for more than 120 days once started.
- Homeowners may be issued an electrical permit if they own & reside or intend to reside in a single-family dwelling and if the system only serves that single-family dwelling. Work completed in multi-residential homes including duplexes must be applied for by a licenced master electrician.
- A licenced master electrician must pull permit if service rating is higher than 100A
- A load calculation may be requested. If required we will notify you and supply you with a calculation form to use. There are no additional permit fees if this form is requested.
- The owner of the building is fully responsible for carrying out the work or having the work carried out in accordance with the requirements of the Safety Codes Act and pursuant regulations.
- This permit does not cover zoning or development; separate permits are needed for that work.
- Electrical underground or service line work cannot be included on an electrical permit for any above-ground or interior electrical work; separate permits are required.
- You will receive an emailed list of required inspections and instructions on how to schedule them with your approved permit. After a site visit, a Safety Codes Officer may ask for extra inspections beyond the initial list. If you're unsure about needed inspections, contact us by email or phone at the top of this page. Please have your project address and permit number ready.
- If you need an extension, you may apply before the permit expires. Only one extension is allowed per permit. To request an application form, contact us by email or phone at the top of this page, and have your project address and permit number ready.
- Any amendments or revisions to the approved scope of work must be submitted to the City of Fort Saskatchewan in writing for review. If approved fees may apply.
- A Safety Codes Officer may suspend or revoke a permit if it was issued by mistake, based on incorrect information, if conditions were violated, or if fees are unpaid.
- The applicant grants permission for necessary inspections to be conducted with the signing of this form.
- Full and safe access to the site and building must be provided and maintained.
- Re-inspections due to no access, unsafe access, not being ready for inspection or deficiencies are subject to re-inspection fees, as determined by the fees and charges bylaw, and must be paid prior to the next inspection being scheduled.
- Should a permit be cancelled, the holder of the permit must submit a written request to the City of Fort Saskatchewan. The City of Fort Saskatchewan will refund as follows:
 - i.) To the permit holder, if there has not been an inspection - holdback of 50% or \$70.00, which ever is greater. Safety Code and Fire Safety Fees and Non-Refundable
 - ii.) To the permit holder if there has been an inspection - No refunds