



# Permit Regulation

Guidelines  
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## Preface

### *Purpose of the Guide*

This handbook provides guidelines for the application of Alberta's Permit Regulation under the *Safety Codes Act* (SCA). It is designed to assist accredited municipalities and all agencies that are contracted to issue permits on an accredited municipality's or the Government of Alberta's behalf to provide consistent permitting services to Albertans.

The handbook explains the principles of the Permit Regulation and provides some interpretation of the content. The handbook also offers guidance on procedural matters.

The handbook is intended to offer guidelines and to suggest best practices, not binding rules. All examples used are provided as illustrations only and should not be used as authority for any decisions made under the Permit Regulation or the SCA. This publication is not to be used as a substitute for legal advice. In case of any doubt as to the proper application of the SCA, please refer to appropriate legal counsel.

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## Permits and Alberta's Safety Codes System

All building, electrical, gas, plumbing, private sewage disposal and petroleum tank projects that fall under the responsibility of the *Safety Codes Act*, whether they require a permit or not, have to meet the requirements of the safety codes and standards that are in place under provincial law.

**Primary responsibility for safety codes compliance rests with the owner of the building or installation in question.**

Some projects, because of the risk they can represent to health and safety, require the additional step of a permit. In most cases, a permit should be issued before the project begins.

A permit:

- provides the owner with access to expert advice before costly mistakes are made;
- provides the owner with a record of having done their due diligence to comply with the codes and standards;
- informs the jurisdiction with the responsibility for administering the *Safety Codes Act* that the project is taking place;
- provides additional oversight at the early stages of a project through services such as plans or design review; and
- initiates an inspection process by a trained and certified safety codes officer.

Alberta's safety codes system relies on a system of partnerships to provide permit services to Albertans. These partnerships can provide services in a number of scenarios:

- An Accredited Municipality providing services directly to Albertans;
- An Accredited Municipality contracting with inspection agencies to provide services;
- An Accredited Regional Services Commission providing services directly to Albertans;
- An Accredited Regional Services Commission contracting with inspection agencies to provide services; and/or
- The Government of Alberta contracting with authorized accredited agencies to provide services in non-accredited areas of the province.

The Permit Regulation applies to ALL the scenarios listed above as well as to combinations of these scenarios. The Permit Regulation does not apply to accredited corporations.



## Table of Contents

### PREFACE

#### PURPOSE OF THE GUIDE

#### PERMITS AND ALBERTA'S SAFETY CODES SYSTEM

#### TABLE OF CONTENTS

#### **A DEFINITIONS AND INTERPRETATION**

PERMIT REGULATION WITH EXPLANATORY NOTES  
APPLICABLE SAFETY CODES ACT (SCA) DEFINITIONS  
APPLICABLE DEFINITIONS FROM OTHER SOURCES

#### **B BASIC PERMIT REQUIREMENTS AND EXEMPTIONS**

PERMIT REGULATION WITH EXPLANATORY NOTES

#### **C THE BUILDING DISCIPLINE**

LINE BY LINE EXPLANATION  
OTHER BUILDING PERMIT ISSUES  
*Occupancy Permits*  
*“Partial” Permits and Compulsory Certification Trades*

#### **D THE ELECTRICAL DISCIPLINE**

LINE BY LINE EXPLANATION  
OTHER ELECTRICAL PERMIT ISSUES  
*Communication Systems*

#### **E THE FIRE DISCIPLINE**

LINE BY LINE EXPLANATION

#### **F THE GAS DISCIPLINE**

LINE BY LINE EXPLANATION

#### **G THE PLUMBING DISCIPLINE**

LINE BY LINE EXPLANATION

#### **H THE PRIVATE SEWAGE DISCIPLINE**

LINE BY LINE EXPLANATION

#### **I UTILITY CONNECTIONS**

LINE BY LINE EXPLANATION

#### **J PERMIT ADMINISTRATION**

LINE BY LINE EXPLANATION  
OTHER PERMIT ADMINISTRATION ISSUES  
*Additional Information Required for Permit Applications*

## **K INTERDISCIPLINARY CONSIDERATIONS**

GENERAL EXEMPTION

FARM BUILDINGS

SPACE-HEATING APPLIANCES AND OTHER COMBUSTIBLE FUEL APPLIANCES (INCLUDING FURNACES, HOT-WATER HEATERS AND GAS DRYERS)

HOMEOWNERS, FARM OWNERS AND THE DISCRETION OF THE JURISDICTION

*The Permit Issuer*

*Limitations on Homeowner and Farm Owner Permits*

ANNUAL PERMIT

UTILITY CONNECTIONS

*Gas, Electrical, and Water Service*

## **L QUICK REFERENCE**

BUILDING

ELECTRICAL

FIRE

GAS

PLUMBING

PRIVATE SEWAGE DISPOSAL SYSTEMS (PSDS)

CONTACT INFORMATION

QUESTIONS AND SUGGESTIONS FOR **THE** PERMIT REGULATION GUIDELINES HANDBOOK

## A Definitions and Interpretation

### *Permit Regulation with explanatory notes*

#### Permit Regulation

#### Explanatory Notes

This section of the Permit Regulation defines words that have a special meaning in the Permit Regulation. Words that are not defined in the Permit Regulation may be defined in the *Safety Codes Act* (SCA) or in codes and standards that have been declared in force under the SCA.

#### **Interpretation**

1(1) In this Regulation,

(a) “**Act**” means the Safety Codes Act;

(b) “**Administrator**” means an Administrator appointed under section 14 of the Act with respect to the applicable discipline;



The Minister of Alberta Municipal Affairs (AMA) appoints administrators for all technical disciplines under the SCA. The technical administrators, with the exception of the administrator for boilers and pressure vessels, are officials with AMA. The Minister also appoints administrators for accreditation and certification—including the designation of permit issuers. These administrators are officials of the Safety Codes Council.

Administrators referenced here should not be confused with the administrators of municipalities, agencies, corporations or any other organizations.

(c) “**Alberta Building Code**” means the Alberta Building Code 2006 declared in force by the Building Code Regulation (AR 117/2007);



Under the SCA, any mention of codes in a regulation must include a reference to the specific edition in force. However, under provincial interpretations law, in an instance where a new edition of a code is adopted but the reference has not yet been updated in the Permit Regulation, the Permit Regulation can be interpreted to include the new edition until the Permit Regulation is updated.

(d) “**Alberta Electrical Utility Code**” means the Alberta Electrical and Communication Utility Code, Second Edition, 2002 declared in force by the Electrical Code Regulation (AR 209/2006);

(e) “**Alberta Fire Code**” means the Alberta Fire Code 2006 declared in force by the Fire Code Regulation (AR 118/2007);

(f) “**Electrical Code**” means the Canadian Electrical Code, Part 1, Twentieth Edition, C22.1-06, as amended by and declared in force by the Electrical Code Regulation

(AR 209/2006);

(g) “**electrician**” means a person who holds a trade certificate or equivalency in the electrician trade acceptable under the Apprenticeship and Industry Training Act;

(h) “**electronic signature**” means information that a person creates, adopts, records, transmits or stores in digital or other intangible form in order to effect a signature on a document and that is either in, attached to or associated with that document;



If a jurisdiction with the responsibility for administering the *Safety Codes Act* uses an internet-based application form for permits, a person may “sign” the form with an electronic signature.

(i) “**farm building**” means a building located on agricultural land as defined in the Agricultural Operation Practices Act that is occupied for an agricultural operation as defined in the Agricultural Operation Practices Act, including, but not limited to,



A building that is not used for the practice of farming such as a house or a residential garage is not considered a farm building even if it is located on agricultural land.

(i) housing livestock,  
 (ii) storing, sorting, grading or bulk packaging of agricultural products that have not undergone secondary processing, and  
 (iii) housing, storing or maintaining machinery that is undertaken in the building;

(j) “**gasfitter**” means a person who holds a trade certificate or equivalency in the gasfitter trade acceptable under the Apprenticeship and Industry Training Act;

(k) “**master electrician**” means a person who holds a master electrician certificate of competency issued pursuant to the Act;

(l) “**parcel of land**” means a parcel of land as defined in section 616 of the Municipal Government Act;

(m) “**permit issuer**” means a safety codes officer or a person designated to issue permits pursuant to section 44 of the Act;



[Please see the section on the Permit Issuer under section K.](#)

(n) “**plumber**” means a person who holds a trade certificate or equivalency in the plumber trade acceptable under the Apprenticeship and Industry Training Act;

(o) “**private sewage installer**” means a person who holds a private sewage installer certificate of competency issued pursuant to the Act;

## Permit Regulation

## Explanatory Notes

(p) “*relocatable industrial accommodation*” means a building to which Part 10 of the Alberta Building Code applies;



Relocatable industrial accommodations are buildings that are designed for the needs of the industrial work force living and working in a temporary location such as camps at oil and gas exploration sites or highway construction sites.

(q) “*restricted master electrician*” means a person who holds a restricted master electrician certificate of competency issued pursuant to the Act;



The restricted master electrician program was created to allow electricians who did not qualify for a master electrician certification to obtain permits for certain types of electrical projects. The restricted master electrician program is being phased out. No new certificates will be issued, but existing certificates are renewed on application. This program is managed by the Electrical Contractors Association of Alberta (ECAA).

(r) “*restricted private sewage installer*” means a person who holds a restricted private sewage installer certificate of competency issued pursuant to the Act;

(s) “*rural wireman*” means a person who holds a rural wireman certificate of competency issued pursuant to the Act;



Rural wiremen may do electrical work in remote areas where the services of electricians are not readily available. The administrator in the electrical discipline sets the areas where rural wiremen may work. The rural wireman program is being phased out. No new certificates will be issued, but existing certificates are renewed on application. This program is managed by Alberta Municipal Affairs.

(t) “*sign installation technician*” means a person who is permitted to perform sign installation tasks in the electrical trade pursuant to an authorization under the Apprenticeship and Industry Training Act;



The scope of this work for a sign installation technician is limited to the assembly, installation and maintenance of neon signs, outline lighting and prefabricated electrical signs. This program is managed under the *Apprenticeship and Industry Training Act*.

(u) “*single family residential dwelling*” means a residential dwelling for a single family that includes, if applicable, a residential garage or accessory structure associated by use to the dwelling, if the garage or structure is situated on the same parcel of land as the dwelling;



This kind of dwelling could include ANY dwelling intended for a single family, including (but not limited to) a house, and suites within a duplex, fourplex, or town house.



## Permit Regulation

## Explanatory Notes

(v) “*undertaking*” means the construction of a thing or the control or operation of a thing, process or activity to which the Act applies.



An undertaking may refer to a thing, such as a building or a system, or an activity, such as operating or using a system.

(2) Unless otherwise defined in the [Act](#) or this Regulation, the definitions in a code, standard or body of rules relating to the building, electrical, gas plumbing or private sewage discipline declared in force under the [Act](#) apply to this Regulation.



For the purposes of this examination of the Permit Regulation, applicable definitions from other sources such as the *Safety Codes Act* (SCA) and some of the codes and standards in force under the SCA have also been included below.

### *Applicable Safety Codes Act (SCA) Definitions*

The following defined terms are used in the Permit Regulation, so the following definitions from the SCA also apply to the Permit Regulation.

“*accredited corporation*” means a corporation designated as an accredited corporation under this Act. **SCA definition 1(1)(b)**

“*accredited municipality*” means a municipality that is designated as an accredited municipality under this Act. **SCA definition 1(1)(c)**

“*accredited regional services commission*” means a regional services commission established under the Municipal Government Act that is designated as an accredited regional services commission under this Act. **SCA definition 1(1)(d)**

“*building*” includes a structure and any part of a building or structure, but does not include any thing excluded by the regulations from the definition of building. **SCA definition 1(1)(f)**

“*construction*” includes alteration, installation, repair, relocation, demolition and removal. **SCA definition 1(1)(g)**

“*design*” includes plans, diagrams, drawings and specifications depicting the arrangement and operation of any thing process or activity to which this Act applies. **SCA definition 1(1)(j)**

“*electrical system*” means an assembly or any part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission distribution, control or utilization of electric energy, but does not include any thing excluded by the regulations from the definition of electrical system. **SCA definition 1(1)(k)**

“*elevating device*” means a passenger elevator, freight elevator, dumbwaiter, escalator, inclined passenger lift, manlift, passenger ropeway, freight platform lift, moving walk, personnel hoist,

lift for persons with disabilities or amusement ride or any thing designated by the regulations as an elevating device. **SCA definition 1(1)(l)**

“*gas*” means any gas or compressed gas or any mixture or dilution of gases and includes any combustible or flammable fluid, but does not include any gas, mixture or dilution of gases or combustible or flammable fluid excluded by the regulations from the definition of gas. **SCA definition 1(1)(o)**

“*gas system*” means any equipment or installation used or intended to be used in or in conjunction with the processing, transmission, storage, distribution, supply or use of gas, but does not include any thing excluded by the regulations from the definition of gas system. **SCA definition 1(1)(p)**

“*Minister*” means the Minister determined under section 16 of the Government Organization Act as the Minister responsible for this Act. **SCA definition 1(1)(t)**

“*owner*” includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership. **SCA definition 1(1)(v)**

“*person*” includes a partnership and a band as defined in the Indian Act (Canada). **SCA definition 1(1)(w)**

“*private sewage disposal system*” means a plant for the treatment and disposal of sewage, including a septic tank and absorption field, that is not connected to a municipal sewage disposal system **SCA definition 1(1)(z)**

“*safety codes officer*” means an individual designated as a safety codes officer under section 31. **SCA definition 1(1)(bb)**

**Section 31 of the SCA states:**

**31(1)** On receipt of an application, an Administrator may designate a person who holds an appropriate certificate of competency and meets the requirements of the regulations as a safety codes officer with respect to all or part of this Act and may designate the powers that a safety codes officer may exercise.

(2) If an Administrator refuses to designate a person as a safety codes officer, the Administrator shall serve the person with a written notice of the refusal.

(3) If an Administrator, on reasonable and probable grounds, is of the opinion that a safety codes officer contravenes this Act or the terms of the person’s designation as a safety codes officer, the Administrator may suspend or cancel the designation and shall serve the safety codes officer with a written notice of the suspension or cancellation.

(4) A safety codes officer may appeal to the Council a refusal of designation and a suspension or cancellation of a designation as a safety codes officer in accordance with the Council’s bylaws.

## *Applicable Definitions from other sources*

The following defined terms are used in the Permit Regulation, so the following definitions from the codes and standards in force under the *Safety Codes Act* (SCA) also apply to the Permit Regulation. The definitions are as follows:

**ABC=Alberta Building Code, 2006.** Established by the Safety Codes Council and Published by the National Research Council of Canada.

**AEUC=Alberta Electrical Utility Code, Second Edition, 2002,** Published by the Safety Codes Council.

**CEC=Canadian Electrical Code, Part 1, Twentieth Edition, C22.1-06.**

**NPC=National Plumbing Code of Canada, 2005.** Published by the National Research Council of Canada.

**NGPIC=Natural Gas and Propane Installation Code.** National Standard of Canada, CSA-B149.1-05

**SOP=Alberta Private Sewage Systems Standard of Practice 1999.** Published by the Safety Codes Council.

“**alteration**” means a change or extension to any matter or thing or to any occupancy regulated by this code. **ABC definition**

“**ampacity**” means the current carrying capacity of electric conductors expressed in amperes. **CEC definition**

“**appliance**” means a device to convert electrical energy or fuel into thermal energy, and includes all components, controls, wiring and piping required to be a part of the device by the applicable standard referred to in this Code. **ABC definition**

“**building sewer**” means a pipe that is connected to a building drain 1m outside a wall of a building and that leads to a public sewer or private sewage disposal system. **NPC definition**

“**communication system**” means an electrical system whereby voice, sound, or data may be recovered and/or transmitted and that includes telephone, telegraph, data communications, intercommunications, paging systems, wired music systems, and other systems of similar nature, but excludes alarm systems such as fire, smoke, or intrusion, radio and television broadcast communication equipment, closed circuit television, or community antenna television systems. **CEC definition**

“**container**” (with respect to a NGV/propane storage) means either a cylinder or a tank. **NGPIC definition**

“**control circuit**” means the circuit that carries the electric signals directing the performance of a control device, but that does not carry the power that the device controls. **CEC definition**

“**electrical equipment**” means any apparatus, appliance, device, instrument, fitting, fixture, machinery, material, or thing used in or for, or capable of being used in or for, the generation,

transformation, transmission, distribution, supply or utilization of electric power or energy, and, without restricting the generality of the forgoing, includes any assemblage or combination of materials or things that is used, or is capable of being used or adapted, to serve or perform any particular purpose or function when connected to an electrical installation, notwithstanding that any of such materials or things may be mechanical, metallic, or non-electric in origin. **CEC definition**

**“electrical installation”** means the installation of any wiring in or upon any land, building or premises from the point(s) where electric power or energy is delivered by the supply authority or from any other source of supply, to the point(s) where such power or energy can be used by any electrical equipment, and the installation includes the connection of any such wiring with any of the electrical equipment and any part of the wiring and also includes the maintenance, alteration, extension and repair of such wiring. **CEC definition**

**“extra low voltage power circuit”** means a circuit, such as a valve operator and similar circuits, that is neither a remote control circuit nor a signal circuit, but that operates at not more than 30 V and that is supplied from a transformer or other device restricted in its rated output to 1000V A and approved for the purpose, but in which the current is not limited in accordance with the requirements for a Class 2 circuit. **CEC definition**

**“fixture”** means a receptacle, appliance, apparatus or other device that discharges sewage or clear water waste, and includes a floor drain. **NPC definition**

**“hazardous location”** means premises, buildings or their parts in which the hazard of fire or explosion exists due to the fact that:

- (a) highly flammable gasses, flammable volatile liquid mixtures, or other highly flammable substances are manufactured or used, or are stored in other than original containers;
- (b) combustible dust or flyings are likely to be present in quantities sufficient to produce an explosive or combustible mixture, or it is impracticable to prevent such dust or flyings from being deposited upon incandescent lamps or from collecting in or upon motors or other electrical equipment in such quantities as to produce overheating through normal radiation being prevented;
- (c) easily ignitable fibres or materials producing combustible flyings are manufactured, handled, or used in a free open state;
- (d) easily ignitable fibres or materials producing combustible flyings are stored in bales or containers but are not manufactured or handled in a free open state. **CEC definition**

**“holding tank”** means a tank designed to retain sewage or effluent until transferred into mobile equipment for disposal elsewhere. **SOP definition**

**“occupancy”** means the use or intended use of a building or part thereof for the shelter or support of persons, animals or property. **ABC definition**

“*operator of a utility system*” means the owner of the utility and may include a person designated by the owner to make policy decisions affecting the utility. **AEUC definition**

“*private water supply*” means an assembly of pipes, fittings, valves, equipment and appurtenances that supplies water from a private source to a water distribution system. **NPC definition**

“*private sewage system*” means a system for the onsite treatment and/or disposal of sewage and includes all components downstream of a point starting at 1800 mm (6 ft.) or less, upstream of any septic tank, packaged sewage treatment plant, sewage holding tank, or the berm of a sewage lagoon but does not include a building drain. **SOP definition**

“*space heating appliance*” means an [appliance](#) intended for the supplying of heat to a room or space directly, such as a space heater, fireplace or unit heater, or to rooms or spaces of a building through a heating system such as a central furnace or boiler. **ABC definition**

“*storm sewer*” means a sewer that conveys storm water. **NPC definition**

“*trap*” means a fitting or device that is designed to hold a liquid seal that will prevent the passage of gas but will not materially affect the flow of a liquid. **NPC definition**



## B Basic Permit Requirements and Exemptions

The Permit Regulation contains some general, non-discipline-specific guidelines for when permits are required and when certain systems and items are exempt from the Permit Regulation.

### *Permit Regulation with explanatory notes*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Exemptions**

2 This Regulation does not apply to the following:

(a) an ***accredited corporation*** operating within the scope of its terms of accreditation;



Projects undertaken by an accredited corporation within the physical property owned or under the control of the accredited corporation do not require permits. Accredited corporations provide appropriate compliance monitoring services through a quality management program administered by the Safety Codes Council.

(b) equipment and materials regulated under the Elevating Devices, Passenger Ropeways and Amusement Rides Permit Regulation (AR 286/2002);

(c) equipment, materials and systems regulated under the Pressure Equipment Safety Regulation (AR 49/2006).

#### **Part 1 Permits**

#### **Permit required**

3(1) Subject to subsection (2), a ***person*** shall not start any ***undertaking*** for which a permit is required under this Regulation unless a permit has been issued.



For any undertaking that requires a permit, a permit must be obtained before the project begins.

## Permit Regulation

## Explanatory Notes

(2) If a [permit issuer](#) is not readily available and there is imminent serious danger to, or imminent serious danger of damage to, [persons](#) or property because of any thing, process or activity to which this [Act](#) applies or because of a fire hazard or risk of an explosion, a [person](#) may, without a permit, start an [undertaking](#) for which a permit is required under this Regulation but that [person](#) must apply for a permit as soon as a [permit issuer](#) is available.



In an emergency, projects that normally require a permit can begin even with no permit in place. When the emergency has been addressed, the person responsible for the project must apply for a permit, and the permit issuer must ensure that the application meets all the normal requirements for a permit.

### Example:

If underground electrical systems were inadvertently dug up or overhead systems were knocked down, work to take care of the problem could begin even without a permit in place due to the risk that these systems could pose. A permit would have to be obtained at the first reasonable opportunity.

### Permit not required

- 4 A permit is not required for
- (a) an [undertaking](#) that a body accredited by the Standards Council of Canada has inspected pursuant to the body's terms of accreditation and has certified, or
  - (b) an [undertaking](#) governed by a quality control program acceptable to an [Administrator](#).



A project must comply with all applicable codes and standards whether or not a permit is required. If he or she is of the belief that an installation is unsafe, a safety codes officer may carry out inspections and issue orders, even if the project does not require a permit.

[Please see the section on General Exemptions from the Permit Regulation under section K.](#)

### Liability

5 A permit issued under this Regulation does not make or imply any assurance or guarantee about the life expectancy, durability, operating performance or workmanship of the equipment, materials or [undertaking](#) nor shall the permit be construed as an approval or acceptance of the [undertaking](#).



A permit is not a guarantee or assurance of the quality of the work, system, or project to be undertaken, nor does it guarantee the longevity of a material, product, or assembly. The undertaking needs to satisfy the requirements of the applicable codes and standards.



## C The Building Discipline

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Building permit**

6(1) A permit in the ***building*** discipline is required for the following if the ***Alberta Building Code*** applies to it:

(a) the ***construction*** of a ***building***, including the renovation or addition to a ***building***;



Because the definition of “construction” in the *Safety Codes Act (SCA)* includes alteration, demolition, installation, repair, relocation and removal, all of these activities require a building permit.

(b) a change in ***occupancy*** of a ***building***.



Occupancy classifications are described in Part 3 of the Alberta Building Code (ABC). A building permit may also be required to change the use of a building if the ABC sets additional requirements for the proposed use.

**Note:** A building permit may be required even if the proposed use is the same occupancy classification as the existing use. A safety codes officer in the building discipline can assist in determining whether a new use of a building will require a permit.

**[Please see the end of this section for more information on occupancy and permits to occupy.](#)**

(2) A ***permit issuer*** may require a separate permit for specific parts of the ***undertaking*** to which the ***Alberta Building Code*** applies if the specific parts involve a compulsory certification trade under the Apprenticeship and Industry Training Act.



A permit issuer may require the owner obtain one building permit for an entire project regulated by the ABC, or they may require separate permits for specific parts of the project regulated by the ABC that involve specialized trades.

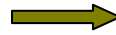
**Note:** Separate permits can ONLY be required for work that requires the involvement of a compulsory certification trade.

**[Please see the end of this section for more](#)**



[information on “partial” permits and compulsory certification trades.](#)

(3) Despite subsection (1), a permit is not required for the following:



If the Alberta Building Code (ABC) does not apply, the project does not require a building permit. Things excluded from the ABC, including farm buildings, are listed in Part 1 of the ABC. These items are either regulated under other legislation or are low risk.

**Note:** Structures that are exempt from the ABC may still require other kinds of permits for other systems (i.e. plumbing, gas, electrical, private sewage).

[Please see the section on Permits and Farm Buildings under section K.](#)

(a) [construction](#) that does not exceed \$5000 in prevailing market value if matters affecting health or safety are not at risk;



A project that affects health and safety requires a permit even if the cost of the project is less than \$5,000. A safety codes officer in the building discipline can assist in determining code-related risk.

(b) painting, decorating, re-roofing or re-siding if

(i) matters affecting health or safety are not at risk, and

(ii) there is no structural change to the [building](#);

(c) to replace or alter ducting serving a [space heating appliance](#) if



A building permit is not required to replace a space-heating appliance when there is no design change required to the supply air and/or return air ducting.

(i) it is located in a [single family residential dwelling](#), and

(ii) there is no [design](#) change required to the heating and ventilation system.

**Note:** A gas permit may still be required even if a building permit is not.

[Please see the section on Replacement of Space Heating Appliances under section K.](#)

(4) Despite subsection (1), a permit is not required with respect to the relocation of a [relocatable industrial accommodation](#) if the [relocatable industrial accommodation](#) is at the relocation site for not more than 28 days.



Establishing relocatable industrial accommodation on a site does not require a building permit if the accommodation will be in place for less than 28 days.

**Note:** Other permits, such as gas, electrical, or private sewage permits, may still be required regardless of the length of time the relocatable structure will be on the site.

## Permit Regulation

## Explanatory Notes

### Building discipline permit holder

7(1) A [permit issuer](#) may issue a permit in the [building](#) discipline to an [owner](#) of the [building](#) or to the [owner's](#) agent.



**Note:** Building permits can require many kinds of documentation. Permit issuers may wish to ensure all the necessary documentation required by the Alberta Building Code and this regulation is in place prior to accepting payment.

(2) A [permit issuer](#) may issue a permit for an [undertaking](#) referred to in section 6(2) to the following:



[Please see the end of this section for more information on "partial" permits and compulsory certification trades.](#)

(a) a [person](#) having the appropriate certification to carry out the [undertaking](#) as required by the Apprenticeship and Industry Training Act;

(b) an [owner](#) who resides in a [single family residential dwelling](#) for the installation of [building](#) systems in the dwelling.

(3) Without limiting the generality of section 44(2) of the [Act](#), for the purpose of achieving the level of safety intended by the [Act](#) and the regulations, a [permit issuer](#) may limit the type and scope of the [undertaking](#) for which a permit is issued under subsection (2)(b).



This provides a means for a permit issuer to set conditions that may limit the type and scope of work a homeowner or farm owner may undertake due to potential risks to health and safety.

[Please see the section on Homeowner and Farm Owner permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion under section K.](#)

## Other Building Permit Issues

### Occupancy Permits

The Permit Regulation does not specifically require an occupancy permit as required by some municipalities; however, section 22(a) of the Permit Regulation states the following:

**22** A [permit issuer](#) may issue a permit for an [undertaking](#), or part of the [undertaking](#), and may, without limiting the generality of section 44(2) of the [Act](#) and subject to the applicable policies of the [Minister](#) and of the [accredited municipality](#) or accredited regional services commission, impose terms and conditions on the permit that are consistent with the purpose and intent of the Regulation, including, but not limited to,

requiring that permission be obtained from the [permit issuer](#) before the occupancy or use of the [construction](#), process or activity under the permit

This allows a municipality to require an occupancy permit as a term or a condition on the original permit.

### **“Partial” Permits and Compulsory Certification Trades**

If a jurisdiction with the responsibility for administering the *Safety Codes Act* chooses to require separate building permits for different parts of a project, only an owner or a person with appropriate qualifications (a compulsory certification trade) may obtain the permit.

Compulsory Certification Trades are listed in the Designation of Compulsory Certification Trades Regulation (AR 224/2004) under the *Apprenticeship and Industry Training Act*. The list includes the following trades and occupations:

- appliance serviceman (now known as appliance service technician);
- boilermaker;
- electrician;
- gasfitter;
- heavy duty mechanic (now known as heavy equipment technician);
- ironworker;
- plumber;
- refrigeration and air conditioning mechanic;
- sheet metal worker;
- steamfitter - pipefitter; and
- welder.

#### **Example:**

If a jurisdiction with the responsibility for administering the *Safety Codes Act* requires separate permits for heating, ventilation and air conditioning systems, the permit could only be issued to a sheet-metal mechanic (or an owner of a single-family residential dwelling).



## D The Electrical Discipline

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A , Definitions and Interpretations.

#### Electrical permit

8(1) A permit in the electrical discipline is required to install, alter or add to an ***electrical system***.



Because the definition of an “electrical system” in the *Safety Codes Act* (SCA) includes utility distribution and transmission lines, the installation, alteration or addition to these lines also require an electrical permit.

(2) Despite subsection (1), a permit is not required for the following:

(a) ***communication systems***;



***Please see the end of this section for more information on the exemption for communication systems.***

(b) ***electrical installations*** to which the CSA Standard CAN/CSA M421-00(R2000) The Use of Electricity in Mines applies;



Electrical systems in mines do not require a permit under the Permit Regulation because appropriate inspection services are provided under other programs.

(c) ***electrical installations*** related to an ***elevating device***;



Electrical systems in elevators do not require a permit under the Permit Regulation because appropriate inspection services are provided under other programs.

(d) ***extra low voltage***, Class 2 electrical circuits unless they are for any of the following:

(i) safety ***control***;



Even though a safety control circuit may be classified as an extra low voltage, Class 2 electrical circuit, it will still require a permit. A safety control circuit carries the electric signals directing the performance of a safety control device.

#### **Example:**




Fire alarm circuits or emergency shut down circuits.

**Note:** Normal control circuits for systems such as heating and ventilation would not require a permit unless they were in a hazardous location (see section 8(2)(d)(ii) of the Permit Regulation below). This allows

## Permit Regulation

## Explanatory Notes

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			mechanics installing these devices to work with control wiring as part of the device's installation.
(ii)	locations described as <u><a href="#">hazardous</a></u> in the <u><a href="#">Electrical Code</a></u> ;		Extra low voltage class 2 circuits in a hazardous location require a permit. Hazardous locations include (but are not limited to) areas within gasoline dispensing and service stations, propane dispensing stations, grain elevators, feed mills and textile plants.  <u><a href="#">Please see the Canadian Electrical Code definition of "hazardous locations" under section A.</a></u>
(iii)	electro-medical purposes;		Electro-medical circuits are often classified as extra low voltage, Class 2 electrical circuits; however, they still require permits because of the risk involved.  These circuits serve electrically powered equipment that generates electrical potentials for use in the medical diagnosis, treatment, mitigation, or prevention of a disease or symptoms in a patient.
(iv)	lighting;		All lighting, including extra low voltage class 2 circuits supplying any lighting loads, requires a permit.
(e)	the replacement of <u><a href="#">electrical equipment</a></u> with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the <u><a href="#">electrical installation</a></u> .		

### Electrical discipline permit holder

9(1) A [permit issuer](#) may issue a permit in the electrical discipline to the following:

- (a) a [master electrician](#) for any [electrical system](#);
- (b) a [restricted master electrician](#) for any [electrical system](#) within the scope of the [restricted master electrician](#)'s certification;



A master electrician or restricted master electrician should have proof of their certification available for verification at the request of the permit issuer.

Permit issuers may also contact the Electrical Contractors Association of Alberta (ECAA) for verification of a master electrician or restricted master electrician's status (contact information at the end of the guide).

## Permit Regulation

## Explanatory Notes

(c) a [rural wireman](#) for an electrical [undertaking](#) in a residence, [farm building](#) or similar structure, in an area of Alberta prescribed by an [Administrator](#)., if the service [ampacity](#) does not exceed 100 amperes and 300 volts single phase;



A rural wireman should have proof of their certification available for verification at the request of the permit issuer.

Permit issuers may also contact Alberta Municipal Affairs for verification of a rural wireman's status.

(d) an [owner](#) who resides in a [single family residential dwelling](#) where the [electrical system](#) serves that dwelling;



[Please see the section on Homeowner and Farm Owner Permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion under section K.](#)

(e) an [owner](#) of a [farm building](#) served by a single phase [electrical system](#);

(f) an [owner](#), [operator](#) or designate of a power line construction company or an electrical utility for the [construction](#) of an overhead or underground power system governed by the Alberta Electrical Utility Code;



Power line construction companies, non-accredited rural electrification associations (REAs) and non-accredited electrical utility companies must all obtain permits for the construction of power lines (overhead or underground) within their care and control.

**Note:** This does not apply to accredited corporations.

(g) a [sign installation technician](#) to perform electrical [undertaking](#) s within the scope of the technician's duties as permitted by the Apprenticeship and Industry Training Act;



A sign installation technician must hold an Alberta Electrical Sign Certificate and have proof of their certification available for verification at the request of the permit issuer.

(h) an [owner](#) or operator if the requirements of section 23 are met.



This section allows a permit issuer to issue annual permits to an owner or operator.

[Please see the section on Annual Permits under section K.](#)

(2) Without limiting the generality of section 44(2) of the [Act](#), for the purpose of achieving the level of safety intended by the [Act](#) and the regulations, a [permit issuer](#) may limit the type and scope of the [undertaking](#) for which a permit is issued under subsection (1)(d) or (e).



This provides a means for a permit issuer to set conditions that may limit the type and scope of work a homeowner or farm owner may undertake due to potential risks to health and safety.

[Please see the section on Homeowner Farm Owner Permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion under section K.](#)

## *Other Electrical Permit Issues*

### **Communication Systems**

Communication circuits are audio, video or data circuits. These systems are exempt from requiring a permit.

Even though a permit is not required for communication systems, the systems must still meet the requirements of the Canadian Electrical Code (section 60) and the *Safety Codes Act* (SCA).

Owners are responsible for the care and control of communication systems on their side of the connection point between the customer and the utility, including making sure they comply with the relevant sections of the Canadian Electrical Code.

Communication circuits on the supply side of the demarcation point fall under the jurisdiction of the federal government.



## E The Fire Discipline

Petroleum storage tank systems are regulated under the Alberta Fire Code (AFC). The installation of petroleum storage tanks is similar to the other types of activities addressed in the Permit Regulation, and permits are required for their installation alteration, or removal. This part of the Permit Regulation does not apply to the storage of flammable or combustible liquids on farms for individual farm use because they are exempted from the AFC.

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

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All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Storage tank system permit**

10 A permit in the fire discipline is required to install, alter or remove a storage tank system to which the *Alberta Fire Code* applies.



In addition to needing this permit to install, alter or remove a storage tank, owners are also required by the AFC to register a storage tank before it is to be used, altered or removed. The tanks are registered with the Petroleum Tank Management Association of Alberta (PTMAA). Contact information for the PTMAA can be found at the end of this guide.

#### **Fire discipline permit holder**

11 A *permit issuer* may issue a permit in the fire discipline to the owner of the *parcel of land* on which the storage tank system is to be installed.



The fire code provides that only approved individuals may install or remove storage tanks.





## F The Gas Discipline

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Gas permit**

12(1) A permit in the *gas* discipline is required to install, alter or add to a *gas system*.

(2) Despite subsection (1), a permit is not required for the following:

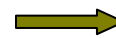
(a) a *gas system* that uses propane or natural *gas* as an alternate or principal fuel for motive power on a motor vehicle;



Gas systems in vehicles do not require a permit under the Permit Regulation because appropriate inspection services are provided under a separate provincial permit system.

The propane automotive conversion and inspection stations program is under the Motor Vehicle Propane Conversion Regulation (AR 210/2001), and is managed by Alberta Municipal Affairs.

(b) a *gas system* that uses propane or natural *gas* to provide conditioned air in a cargo transport unit;



A gas system for air conditioning in a cargo transport unit does not require a permit under the Permit Regulation because appropriate inspection services are provided under other legislation.

(c) the replacement of a dryer, range, water heater or *space heating appliance* if



**Please see the section on the Replacement of Space Heating Appliances under section K.**

(i) it is located in a *single family residential dwelling*, and

(ii) no *design* change is required to any *gas* piping or venting system;

**Note:** A building permit and/or electrical permit may still be required even if a gas permit is not.

(d) the relocation, by a *gas* utility company, of a *gas* meter, including any piping changes that may be required for the relocation;



A permit is not required for the relocation of a gas meter by a gas utility company because gas utility companies have appropriate safety control practices. The gas utility inspects all meter relocations and notifies the local authority of any unusual conditions.

## Permit Regulation

## Explanatory Notes

(e) a [container](#) having a propane capacity of not more than 454 litres water capacity or when [containers](#) are manifolded together, the aggregate capacity of the [containers](#) does not exceed 454 litres water capacity;



**Note:** While a permit is not required for propane containers or a series of propane containers with a total capacity of less than 454 litres, a permit may be required for the propane system connected to the propane container(s), if that propane system meets the *Safety Codes Act* (SCA) definition of a "[gas system](#)."

(f) a propane [container](#) and installation serving a pump jack, flare stack or oil tank heater at an oil field well site.



Oil well sites are normally in remote locations and are subject to safety controls such as the corporation's safety management practice.

**Note:** While a permit is not required for the setting of a propane tank at such installations, a permit may be required for the propane system connected to the propane container if that propane system meets the SCA's definition of a "gas system."

### Gas discipline permit holder

13(1) A [permit issuer](#) may issue a permit in the [gas](#) discipline to the following:

(a) a [gasfitter](#);



A gas permit may be issued to a first-class or second-class gasfitter; however, the gasfitter must comply with the *Apprenticeship and Industry Training Act* by doing only work for which he or she is qualified under their certification.

(b) an [owner](#) who resides in a [single family residential dwelling](#) if the [gas system](#) serves the dwelling;

(c) an [owner](#) of a [farm building](#) if the [gas system](#) serves the [farm building](#);

(d) a [person](#) who has satisfactorily completed a course of training acceptable to the [Administrator](#) for the installation of liquefied petroleum tanks;



This person must successfully complete the Propane Gas Association of Canada Container Training and apply to Alberta Municipal Affairs for a special permission number. This number allows this person to obtain gas permits for propane tank sets only.

(e) a [person](#) who has satisfactorily completed a course of training acceptable to the [Administrator](#) for the installation of natural [gas](#) secondary lines;



This person must successfully complete the plastic fusion course or aluminum joining course and apply to Alberta Municipal Affairs for a special permission number. The number allows an individual to obtain gas permits for the installation of secondary lines only.

(f) an [owner](#) or operator if the requirements of section 23 are met.



[Please see the section on Annual Permits under section K.](#)

## Permit Regulation

## Explanatory Notes

(2) Without limiting the generality of section 44(2) of the [Act](#), for the purpose of achieving the level of safety intended by the [Act](#) and the regulations, a [permit issuer](#) may limit the type and scope of the [undertaking](#) for which a permit is issued under subsection (1)(b) or (c).



This provides a means for a permit issuer to set conditions that may limit the type and scope of work a homeowner or a farm owner may undertake due to potential risks to health and safety.

**[Please see the section on Homeowner Farm Owner Permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion.](#)**



## G The Plumbing Discipline

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Plumbing permit**

14(1) A permit in the plumbing discipline is required to install, alter or add to a plumbing system.

(2) Despite subsection (1), a permit is not required for the following:

(a) to install a water service that connects a ***building*** to a municipal or ***private water supply***;



A permit under the Permit Regulation is not required for water services; however, municipalities may set requirements for the connection to the utility.

This includes water services from the property line to the building that are installed by contractors using open excavations or trenchless technology.

(b) to install a ***building sewer*** or ***storm sewer*** outside of a ***building***;



A permit under the Permit Regulation is not required for sewer services; however, municipalities may set requirements for the connection to the sewer.

This includes the building sewer and storm sewer services from the property line to the building that are installed by contractors using open excavations or trenchless technology.

(c) to change a ***fixture***, water heater, faucet, ***trap*** or valve if a ***design*** change to the piping system is not required;

## Permit Regulation

## Explanatory Notes

(d) to install plumbing fixtures in a single family residential dwelling if roughed-in piping has been completed under another permit;



This exemption applies only to single-family residential dwellings.

### Example:

If roughed-in plumbing has been done in a basement of a single-family home and fixtures are not going to be installed until later, the installation of the fixtures does not require a permit.

**Note:** A permit is required for the installation of plumbing fixtures in any other structure.

(e) to install residential water treatment devices in a single family residential dwelling.



These devices affect only aesthetic qualities of water, and as such a permit is not required. This includes the installation of manufactured water softeners, iron filters and point-of-use devices such as carbon filters in residential dwellings.

**Note:** This exemption applies only to single-family residential dwellings.

### Plumbing permit holder

15(1) A permit issuer may issue a permit in the plumbing discipline to the following:

(a) a plumber;

(b) an owner who resides in a single family residential dwelling if the plumbing system serves the dwelling;

(c) an owner of a farm building if the plumbing system serves the farm building;

(d) an owner or operator if the requirements of section 23 are met.



[Please see the section on Annual Permits under section K.](#)

(2) Without limiting the generality of section 44(2) of the Act, for the purpose of achieving the level of safety intended by the Act and the regulations, a permit issuer may limit the type and scope of the undertaking for which a permit is issued under subsection (1)(b) or (c).



This provides a means for a permit issuer to set conditions that may limit the type and scope of work a homeowner or farm owner may undertake due to potential risks to health and safety.

[Please see the section on Homeowner Farm Owner Permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion.](#)



## H The Private Sewage Discipline

### *Line by Line Explanation*

#### Permit Regulation

#### Explanatory Notes

All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

#### **Private sewage disposal permit**

16(1) A permit in the private sewage discipline is required for a ***private sewage disposal system undertaking***.

(2) Despite subsection (1), a permit is not required for the replacement of any equipment of a ***private sewage disposal system*** with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ***design*** of the system.

#### **Private sewage system permit holder**

17(1) A ***permit issuer*** may issue a permit in the private sewage discipline to the following:

- (a) a ***private sewage installer*** for any ***private sewage system***;
- (b) a ***restricted private sewage installer*** for the installation of ***holding tank***;
- (c) an ***owner*** who resides in a ***single family residential dwelling*** for any ***private sewage system*** if the ***private sewage disposal system*** serves the dwelling;
- (d) an ***owner*** of a ***farm building*** for any ***private sewage system*** if the ***private sewage disposal system*** serves the ***farm building***.



Under the Permit Regulation, a plumber cannot obtain a permit for a private sewage system unless the plumber is also a certified private sewage installer. Certified private sewage installers have specialized training.

(2) Without limiting the generality of section 44(2) of the ***Act***, for the purpose of achieving the level of safety intended by the ***Act*** and the regulations, a ***permit issuer*** may limit the type and scope of the ***undertaking*** for which a permit is issued under subsection (1)(c) or (d).



This provides a means for a permit issuer to set conditions that may limit the type and scope of work a homeowner or farm owner may undertake due to potential risks to health and safety.

**[Please see the section on Homeowner Farm Owner Permits and the Jurisdiction with the responsibility for administering](#)**





# I Utility Connections

## *Line by Line Explanation*

Permit Regulation	Explanatory Notes
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All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.

### Gas, electricity, water

18(1) A supply of ***gas*** or electricity shall not be provided to a ***gas*** or ***electrical system*** unless

(a) the permit issued in respect of that installation is presented to the supplier,

(b) the ***permit issuer*** notifies the supplier that the required permit has been obtained, or



In some areas of the province, the jurisdiction with the responsibility for administering the *Safety Codes Act* has decided that only they can authorize a utility connection. Under these circumstances the jurisdiction would inform the supplier that a permit has been obtained.

**Note:** Although the permit issuer is a potential source for the utility to obtain proof that the permit has been issued, the permit issuer is not obligated to supply this information to utilities.

(c) the ***permit issuer*** authorizes a temporary connection.



The authorization for a temporary connection may include (but is not limited to) the connection of a modular home during the winter months or to provide an emergency gas supply if the primary service has been interrupted (e.g. a distribution failure or structure fire) and there is a need for temporary heating.

Uses for temporary power may include (but is not limited to) construction, demolition, experimental or testing facilities of a temporary nature, heating and ventilation for worker safety, or lighting.

(2) Despite subsection (1), a permit or notification from a ***permit issuer*** does not obligate a supplier of ***gas*** or electricity to supply ***gas*** or electricity to an installation.



A supplier may refuse to supply gas or electricity to an installation if the supplier believes that the connection would create a hazard. The criteria for refusal would be set out in the policies of the supplier.



(3) A permit or notification from a [\*permit issuer\*](#) does not obligate a supplier of water to supply water to a plumbing system.



Although it is not necessary to present a permit to a supplier of water before connecting an installation, a supplier may refuse to supply water to an installation if the supplier believes the connection would create a hazard.



## J Permit Administration

This part sets out basic requirements for issuing permits. All jurisdictions with the authority for administering the *Safety Codes Act* must meet these basic requirements.

### *Line by Line Explanation*

Permit Regulation	Explanatory Notes
<p>All defined terms have been bolded and italicized for ease of reference. Definitions for all these terms are in section A, Definitions and Interpretations.</p>	
<p><b>Permit information</b></p>	
<p>19 An <b><i>Administrator</i></b> or the Safety Codes Council may collect permit information from a <b><i>permit issuer</i></b> for use in an information system and may disclose the information in accordance with section 63 of the <b><i>Act</i></b>.</p>	<p>➔ <a href="#"><b><i>Please see the end of this section for section 63 of the Safety Codes Act.</i></b></a></p>
<p><b>Form of permit application</b></p>	
<p>20 An application for a permit must be submitted in a form and in a manner satisfactory to the <b><i>permit issuer</i></b> and the application must</p>	<p>➔ The permit issuer may require a specific form to be used or, if the jurisdiction with the responsibility for administering the <i>Safety Codes Act's</i> policy allows, it may accept a different form if they are satisfied that all required information has been supplied.</p>
<p>(a) state the use or proposed use of the premises,</p>	
<p>(b) clearly set forth the address or location at or in which the <b><i>undertaking</i></b> will take place,</p>	
<p>(c) include the <b><i>owner's</i></b> name and mailing address,</p>	
<p>(d) include any further information as required to enable the <b><i>permit issuer</i></b> to determine the permit fee,</p>	<p>➔ <a href="#"><b><i>Please see the end of this section for examples of what other information could be required as a part of permit applications.</i></b></a></p>
<p>(e) describe the <b><i>undertaking</i></b>, including information, satisfactory to the <b><i>permit issuer</i></b>, regarding the technical nature and extent of the <b><i>undertaking</i></b>,</p>	<p>➔ Information about the project is necessary in order for a safety codes officer to determine the approximate level of risk involved in the project, and how many inspections the project will require.</p>

## Permit Regulation

## Explanatory Notes

(f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or [electronic signature](#) of the permit applicant,

(g) for a permit for the [building](#) discipline,

(i) state the type of occupancy, and



The proposed use of the building is necessary in order for a safety codes officer to determine the appropriate occupancy classification.

(ii) set out the prevailing market value of the [undertaking](#),



In some cases, the prevailing market value is used to calculate the permit fee.

(h) include a method of payment of fees acceptable to the [permit issuer](#), and



Authorities having jurisdiction may set fees, the method of calculating fees and acceptable methods for payment of fees.

(i) include any further information that the [permit issuer](#) considers necessary, including the provision of



[Please see the end of this section for examples of what other information could be required as a part of permit applications.](#)

(i) a site plan that shows the actual dimensions of the [parcel of land](#) and the location of the proposed [undertaking](#) in relation to the boundaries of the [parcel of land](#) and other [buildings](#) on the same [parcel of land](#),

(ii) copies of plans and specifications for the proposed [undertaking](#), and

(iii) documentation required to verify information provided by the applicant.

**Required permit issued – terms**



This section describes the minimum information that must be printed on the permit. Authorities having jurisdiction have flexibility to determine the format of a permit, and to set additional requirements. For instance, a municipality could require that terms and conditions be printed on the permit.

## Permit Regulation

## Explanatory Notes

- 21 A permit issued under this Regulation
- (a) must include a unique identifier that has been assigned by the [permit issuer](#) to the [undertaking](#),
  - (b) must state the date on which the permit is issued,
  - (c) must state the name of the [owner](#) and the [person](#) to whom the permit has been issued,
  - (d) must state where the [undertaking](#) is to take place,
  - (e) must describe the [undertaking](#) or portion of the [undertaking](#) governed by the permit, and
  - (f) may contain any other information that the [permit issuer](#) considers necessary.



The jurisdiction with the responsibility for administering the *Safety Codes Act* may have policies that will determine the form of the unique identifier. The permit issuer registers that undertaking through the use of the identifier in the manner that has been prescribed by the policies of the jurisdiction with the responsibility for administering the *Safety Codes Act*.

### Terms and conditions of permit

22 A [permit issuer](#) may issue a permit for an [undertaking](#), or part of the [undertaking](#), and may, without limiting the generality of section 44(2) of the [Act](#) and subject to the applicable policies of the [Minister](#) and of the [accredited municipality](#) or [accredited regional services commission](#), impose terms and conditions on the permit that are consistent with the purpose and intent of the Regulation, including, but not limited to,



The *Safety Codes Act* enables a permit issuer to set terms and conditions on a permit. This section lists some common terms that a permit issuer may use, but terms and conditions may be subject to the applicable policies of the Minister or the jurisdiction with authority to administer the *Safety Codes Act*.

- (a) requiring that permission be obtained from the [permit issuer](#) before the occupancy or use of the [construction](#), process or activity under the permit,
- (b) setting the date on which the permit expires,
- (c) setting a condition that causes the permit to expire,
- (d) setting the period of time that the [undertaking](#) may be occupied, used or operated,
- (e) setting out the scope of the [undertaking](#) being permitted,
- (f) setting the location or locations of the [undertaking](#) being permitted,
- (g) setting the qualifications of the [person](#) responsible for the [undertaking](#),

[Please see the section on Homeowner and Farm Owner Permits and the Jurisdiction with the responsibility for administering the Safety Codes Act's Discretion under section K.](#)

## Permit Regulation

## Explanatory Notes

(h) requiring an identification number or label to be affixed to the [undertaking](#), and



Jurisdiction with the responsibility for administering the *Safety Codes Acts* could use this term or condition to require an identification number or label on any project deemed necessary.

(i) requiring the approval of a [safety codes officer](#) before any part of the [building](#) or system is covered or concealed.

### Annual permit



[Please see the section on Annual Permits under section K.](#)

23 A [permit issuer](#) may issue a permit in the electrical, gas or plumbing discipline allowing the [owner](#) or operator of the premises to perform minor repairs, [alterations](#) or additions on the premises under the following conditions:

(a) a [person](#) who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the [undertaking](#);

(b) the permit does not entitle the [owner](#) or operator to effect major [alterations](#) in or additions to the premises;

(c) the [owner](#) or operator maintains on the premises an accurate record of all repairs for the previous 2 years and makes the record available to a [safety codes officer](#) on request;

(d) the permit is limited to a one-year term, subject to renewal by the [permit issuer](#).

### Responsibilities of the permit holder



The permit holder is not the only individual with responsibilities for the safety of an installation. The *Safety Codes Act* (SCA) also establishes responsibilities for owners, designers, manufacturers, contractors and vendors.

24 On the issuance of a permit, the permit holder must

(a) comply with the terms and conditions of the permit,

[Please see the end of this section for sections 5, 6, 7, 8, & 9 of the SCA.](#)

(b) undertake the [construction](#), process or activity in accordance with the [Act](#) and applicable codes and standards,



Whether the permit holder is an owner or a contractor, they are responsible for ensuring the project complies with the appropriate codes and standards.

(c) notify the [permit issuer](#)  
(i) if the permit holder does not intend to complete the [undertaking](#), or  
(ii) if there is a change in ownership from the [owner](#) as stated on the permit application,



Under the SCA, the owner carries a responsibility to ensure the requirements of the SCA are met. The permit issuer must know who the responsible owner is.

## Permit Regulation

## Explanatory Notes

(d) ensure that all plans and specifications required to apply for the permit are available at the [construction](#) site at all reasonable times for inspection by a [safety codes officer](#), and

(e) ensure that a permit for the [building](#) discipline is posted, or otherwise identified, at the [construction](#) site.

### Term of a permit



The term set in this section applies if the permit issuer does not specify another term.

25(1) In the absence of a different term set under section 22, a permit expires if the undertaking to which it applies

(a) is not commenced within 90 days from the date of issue of the permit,

(b) is suspended or abandoned for a period of 120 days, or

(c) is in respect of a seasonal use residence and the [undertaking](#) is suspended or abandoned for a period of 240 days after the [undertaking](#) is started.

(2) Despite subsection (1), when the term of a permit has not expired, a [permit issuer](#) may, in writing, and on the request of the permit holder, extend the permit for an additional fixed period of time that the [permit issuer](#) considers appropriate.

### Refusal to issue, suspension or cancellation



This section lists some common reasons for refusing to issue a permit, suspending a permit or cancelling a permit. Permits may be refused, suspended or cancelled for reasons other than those listed here.

26 Without restricting the generality of section 46 of the [Act](#), a [permit issuer](#) may refuse to issue a permit and, without restricting the generality of section 44 of the [Act](#), a [safety codes officer](#) may suspend or cancel a permit that has been issued if

(a) in the case of an addition or [alteration](#), the existing [undertaking](#) is unsafe or will reduce the level of safety of the [undertaking](#) governed by the permit to below that which is intended by the [Act](#) and regulations, codes, standards or body of rules declared to be in force pursuant to the [Act](#),

(b) incorrect or insufficient information is submitted with respect to the permit or the [undertaking](#) to be governed by the permit,

(c) in the opinion of the [permit issuer](#), the [undertaking](#) for which the permit would

Only a safety codes officer may suspend or cancel a permit that has already been issued.

## Permit Regulation

## Explanatory Notes

be or has been issued would or does contravene the [Act](#) or another enactment,

- (d) the permit fee has not been paid,
- (e) there is a contravention of any condition under which the permit was issued, or
- (f) the permit was issued in error.

### Deviation from permit conditions

27 No [person](#) shall deviate or authorize a deviation from a permit or terms or conditions of a permit without first obtaining the written permission of the [permit issuer](#).



If a permit has been issued based on a particular design, any changes to that design should be reviewed to ensure that it meets the requirements of the codes and standards, and written permission to allow the undertaking to go ahead with the revised design should be issued.

### Permit transfer, termination

28(1) If a holder of a permit relinquishes the holder's interest or participation in the [undertaking](#) governed by the permit before the [undertaking](#) is completed, the permit or any label or identification number issued as part of a permit

- (a) is terminated, and
- (b) applies only to the part of the [undertaking](#) completed before the termination unless the [permit issuer](#) authorizes the permit or label or identification number to be transferred.



If the owner is the permit holder, the permit is terminated when the project is sold or transferred to a new owner. If a contractor is the permit holder, the permit is terminated when the contractor stops working on or supervising the project.

When a permit is terminated, no further work may be done until the new owner or contractor obtains a new permit. A permit issuer may give permission to transfer the existing permit rather than require a new permit.

Any fees associated with these changes will be determined by the permit issuing body's terms of service.

(2) A permit is not transferable to any other [person](#) unless the transfer is authorized in writing by the [permit issuer](#).



A permit issuer should review the terms and conditions of a permit before transferring it to another person. For example, the new permit holder must have appropriate qualifications to hold the permit.

### Section 63 of the *Safety Codes Act* on confidentiality states:

63(1) The Minister, members of the Council, Administrators, accredited municipalities, accredited regional services commissions, accredited corporations, accredited agencies, safety codes officers and any person employed in the administration of this Act shall preserve confidentiality with respect to all information and documents that come to their knowledge from employment in the administration of this Act except

- (a) with the consent of the owner of the thing, process or activity that is the subject-matter of the information,

- (b) if the information is published in statistical form whereby no place or premises is readily identified, unless the regulations authorize their identification,
- (c) if the release of information or a document is required by an order of a court,
- (d) if the release of information or a document is required by another Act,
- (e) if the release of information or a document is authorized by this Act, or
- (f) if the information
  - (i) concerns a permit,
  - (ii) is released by a public body as defined in the *Freedom of Information and Protection of Privacy Act*, and
  - (iii) is limited to the name of the permit holder and the nature of the permit.

(2) Notwithstanding subsection (1),

- (a) an accredited regional services commission must, on request by a municipality, release information to the municipality with respect to the administration of this Act within the municipality, and
- (b) an accredited agency must, on request by a municipality, release information to the municipality with respect to the administration of this Act within the municipality.

(3) A person may request a search of the information system for variances and outstanding orders.

**Sections 5, 6, 7, 8, and 9 of the *Safety Codes Act on Duties states:***

**Owners, care and control**

5 The owner of any thing, process or activity to which this Act applies shall ensure that it meets the requirements of this Act, that the thing is maintained as required by the regulations and that when the process or activity is undertaken it is done in a safe manner.

**Design duties**

6 A person who creates, alters, has care and control of or owns a design or offers a design for use by others shall ensure that the design complies with this Act and that it is submitted for review or registered if required by this Act, and if the design is deregistered, the person shall provide notice of its deregistration in accordance with the regulations.

**Manufacturers' duties**

7 A person who manufactures any thing or undertakes a process or activity to which this Act applies shall ensure that the thing, the process or the activity complies with this Act.

**Contractors' duties**

8 A contractor who undertakes construction, operation or maintenance of or builds or installs any thing to which this Act applies shall ensure that this Act is complied with.

**Vendors' duties**

9(1) A person who is a vendor in the ordinary course of business, other than as an employee or an agent, shall not advertise, display or offer for sale, for lease or for other disposal, or sell, lease or otherwise dispose of, any thing to which this Act applies unless that thing complies with this Act.



(2) A person who sells, leases or otherwise disposes of a thing referred to in subsection (1) shall provide any warnings or instructions required by this Act.

(3) No person shall advertise, display or offer for sale, for lease or for other disposal, or sell, lease or otherwise dispose of, any thing that is prohibited from being sold by the regulations.

## *Other Permit Administration Issues*

### **Additional Information Required for Permit Applications**

#### **Other information to assist in determining the permit fee:**

The jurisdiction with the responsibility for administering the *Safety Codes Act* decides how to calculate permit fees, but these fees should be commensurate with the level of service being provided. The municipality's policies or agency's service agreement may contain information that can clarify if there are any factors that could affect fees.

#### **Examples:**

- If a fee is based on market value, the permit issuer may require information to determine the market value of the project.
- In the building discipline, the fee is often based on the cost of construction or square footage of the building.
- In the electrical discipline, the fee is often based on the cost of the installation or square footage for new residential buildings.
- In the gas discipline, the fee is often based on the number of outlets for residential construction or number of BTUs for commercial/industrial applications.
- In the plumbing discipline, the fee is often based on the number of fixtures.
- In the private sewage discipline, the fee is often based on the type of installation.

#### **Other information required as part of the application:**

Information other than the basic information required on a permit application may be required for certain projects. Requesting this information must be based on what is required to assess the safety factors involved with the undertaking, and it should not be used in order to prevent a permit applicant from obtaining a permit or to make the process more difficult.

If the permit issuer is not a Safety Codes Officer (SCO), it is recommended that an SCO be involved in determining whether additional information or documentation is needed.

One of the more common requirements for complex projects is the provision of site plans and specifications. A plan provides inspectors with preliminary knowledge of what to expect during site inspections, and asking for plans from homeowners or farm owners may provide permit issuers some confirmation that the homeowner or farm owner has the knowledge to safely complete the undertaking.

These documents are important for commercial and industrial installations, but may not be required for all disciplines in structures such as single-family dwellings (such as the electrical discipline).



## K Interdisciplinary considerations

### *General Exemption*

There are certain kinds of undertakings that do not require a permit.

#### *Examples:*

- Certified work that has been subject to a nationally recognized standard and certification process that is acceptable to an administrator, such as a CSA standard, does not require a permit.
- Quality controlled work, such as modular homes, done under a program acceptable to an administrator is permitted and labelled under a program acceptable to an administrator and does not require a permit under the Permit Regulation.

**Note:** Work to connect utilities and put the structure in place may require permits because these services were not covered in the original permit.

### *Farm Buildings*

Generally, the Alberta Building Code does not apply to farm buildings. A farm building is a building that is used for the operation of a farm, such as a barn, and building permits are not required for these structures. The National Farm Building Code of Canada may be used as a guide for the design and construction of farm buildings. Alberta Municipal Affairs and the Safety Codes Council strongly recommend involvement of professional engineers in the structural design of farm buildings.

Farm buildings are still subject to the requirements of other codes and standards. For instance, a barn that would not require a building permit would still require an electrical permit to provide additional oversight for the electrical installations.

**Note:** A farm owner may obtain an electrical permit for electrical work in any of the residential buildings or buildings that are used for the operation of the farm, provided the electrical system is single phase. Larger electrical installations, such as those that would serve a larger commercial farming operation, require a master electrician to obtain the permit and take responsibility for the installation.

## *Space-Heating Appliances and other Combustible fuel Appliances (Including Furnaces, Hot-Water Heaters and Gas Dryers)*

Combustible fuel appliances are dealt with under two disciplines in the Permit Regulation.

### 1. Rules under the **building** section of the Permit Regulation:

**6(3)** Despite subsection (1), a permit is not required for the following:

- (a) to replace or alter ducting serving a **space heating appliance** if
  - (i) it is located in a single family residential dwelling, and
  - (ii) there is no design change required to the heating and ventilation system.

### 2. Rules under the **gas** section of the Permit Regulation:

**12(2)** Despite subsection (1), a permit is not required for the following:

- (c) the replacement of a dryer, range, water heater or **space heating appliance** if
  - (i) it is located in a single family residential dwelling, and
  - (ii) no design change is required to any gas piping or venting system

### **Explanation:**

A **building** permit **IS** required for replacing a space-heating appliance under the following circumstances:

- If it is in any other kind of building other than a single-family residential dwelling.
- Regardless of occupancy type, if there is a change to the design of the heating and ventilation system.

A **gas** permit **IS** required for replacing a space-heating appliance, dryer, range or water heater under the following circumstances:

- If it is in any other kind of building other than a single-family residential dwelling.
- Regardless of occupancy type, if there is a change to the design of the gas piping.
- Regardless of occupancy type, if there is a change to the design of the gas venting.

A **building** permit **IS NOT** required for the replacement of a space-heating appliance if **BOTH** of the following apply:

- It is in a single-family residential dwelling; **AND**
- There is no design change to the heating and ventilation system.

A **gas** permit **IS NOT** required for the replacement of a space-heating appliance, dryer, range or water heater if **BOTH** of the following apply:

- It is in a single-family residential dwelling; **AND**
- There is no design change to the gas piping and venting.

### **Common Examples where permits ARE required:**

- When an older or mid-efficiency furnace is being replaced by a high-efficiency or direct-vented model, changes are necessary to the existing venting system in a home to guard

against carbon monoxide spillage. This could involve both a gas permit for the gas venting and a building permit for things such as makeup air and duct work.

- If a furnace room is being reconfigured and the location of the furnace is changing, a gas permit may be required to change the gas piping to the furnace. If moving the furnace also changes the design of the duct work, a building permit may be required.

## *Homeowners, Farm Owners and the Discretion of the Jurisdiction*

### **The Permit Issuer**

Permit issuers are described in the *Safety Codes Act (SCA)* as

44(1) On receipt of an application, a safety codes officer or other person designated by an Administrator may issue a permit to a person who complies with the requirements of this Act or issue a permit with respect to a thing, process or activity if it complies with the requirements of this Act.

(2) A safety codes officer or other person designated by an Administrator may include terms and conditions in a permit.

(3) If a safety codes officer or other person designated by an Administrator refuses to issue a permit, the safety codes officer or other person designated by an Administrator shall serve the applicant with a written notice of the refusal.

(4) A person who acts pursuant to a permit shall do so in accordance with this Act and shall comply with this Act and any terms or conditions contained in the permit.

(5) A person who is refused a permit may appeal the refusal to the Council in accordance with the Council's bylaws.

### **Explanation:**

A safety codes officer may issue a permit. A person who is designated as a permit issuer by the Administrator of Certification at the Safety Codes Council may also issue a permit.

A permit issuer is designated and authorized to issue permits within the scope of their employment when employed directly by a municipality or regional services commission or by an agency under contract with a municipality, regional services commission or the Government of Alberta. The permit issuer must exercise their duties in accordance with the policies of the government body responsible for the administration of the SCA, whether that be an accredited municipality's or regional services commission's Quality Management Plan, a municipally contracted agency's contract, or a provincially contracted agency's authorization agreement.

Permit issuers are advised to read their specific authorities, as these may differ from permit issuer to permit issuer.

### **Limitations on Homeowner and Farm Owner Permits**

It is common practice in Alberta for a homeowner or a farm owner to take out permits for work in their own homes or farms. In these cases, the homeowner or farm owner, as the holder of the permit, takes responsibility for ensuring the undertaking complies with the applicable codes and standards. Under the Permit Regulation, a homeowner can take out a permit for undertakings in their house, their part of a duplex or fourplex, or their suite in a multi-family dwelling.

Underlying a homeowner's or farm owner's ability to apply for a permit is the philosophy that a person should have the ability to do work in their own home or on their own property; however, construction, systems and installations under the SCA carry inherent safety risks, and there are instances when placing limitations on homeowner permits is appropriate.

An undertaking that has been completed by someone without appropriate training could be hazardous to the owner of a single-family residential dwelling, their family, or their neighbours. The Permit Regulation allows the jurisdiction with the responsibility for administering the *Safety Codes Act*, through the permit issuer, to exercise discretion in issuing homeowner or farm owner permits in situations where issuing the permit could create undue safety risk.

**This discretion may only be exercised on a case-by-case basis.** A permit issuer's employer or the body contracting with that employer can provide guidelines for evaluating whether the level of safety will be attained through the issuance of a permit, but a blanket policy or municipal bylaw to this effect may be inappropriate. Jurisdictions that are accredited to administer the *Safety Codes Act* should consult with their legal counsel when developing policies to this effect.

**Note:** The following are examples only. There may be other factors that could result in the type and scope of a homeowner's or farm owner's permit being limited.

#### **General Factors that Could Impact a Permit Issuer's Decision**

- The homeowner or farm owner may be asked questions to determine whether they have adequate knowledge to understand the nature of the undertaking they are dealing with.
- Permit issuers should determine the nature of the dwelling in question, i.e. is it a house, duplex, fourplex, condominium in a high rise, etc. The kind of dwelling coupled with the size of the undertaking in question should be a consideration for the permit issuer when determining the risk of an undertaking to neighbouring structures or units.
- Permit issuers could ask for plans and specifications for more complex projects in order to determine the owner of a single-family residential dwelling's level of comprehension of the complexity of the undertaking and the code requirements involved. Site plans are commonly required in the building and private sewage disciplines

#### **Sample Scenarios in which a Permit Issuer may Limit the Type and Scope of a Permit**

- Large and complex heating and ventilation systems may require expertise beyond the scope of a typical homeowner or farm owner. If a homeowner applied for a permit for a complex system, but was not able to demonstrate a clear enough understanding of the code requirements for the installation, a limit could be set on the size and complexity of the heating system that the homeowner can undertake.
- Residential electrical services are typically rated at 120/240V, single phase. Installations requiring higher voltages or three phases are more complicated and may require special expertise beyond the scope of a typical homeowner. If a homeowner applied for a permit with a larger service, the homeowner could be asked questions to determine whether they have adequate knowledge to complete this undertaking, and if they do not, the scope of the permit could be limited to 120/240V, single phase.
- Ampacities of residential services are typically 100A. Services over 200A may require expertise beyond the scope of a typical homeowner. If a homeowner applied for a permit

with a larger service, the homeowner could be asked questions to determine whether they have adequate knowledge to complete this undertaking, and if they do not, the scope of the permit could be limited.

### *Annual Permit*

The Annual Permit is modelled after the “Minor Electrical Repairs Permit” that has existed in Alberta for many years. This permit now applies to the electrical, gas, and plumbing disciplines.

- 23 A [permit issuer](#) may issue a permit in the electrical, gas, or plumbing discipline allowing the [owner](#) or operator of the premises to perform minor repairs, [alterations](#) or additions on the premises under the following conditions:
- (a) a [person](#) who holds a trade certification in the appropriate trade under the *Apprenticeship and Industry Training Act* carries out the [undertaking](#);
  - (b) the permit does not entitle the [owner](#) or operator to effect major [alterations](#) in or additions to the premises;
  - (c) the [owner](#) or operator maintains on the premises an accurate record of all repairs for the previous 2 years and makes the record available to a [safety codes officer](#) on request;
  - (d) the permit is limited to a one-year term, subject to renewal by the [permit issuer](#).

If work is conducted under an annual permit, separate inspections for each minor repair or alteration are not required. Authorities having jurisdiction are not required to issue annual permits. There is flexibility in the requirement to allow for the establishment of policy about when it may or may not be appropriate to issue an annual permit. If the jurisdiction with the responsibility for administering the *Safety Codes Act* deems it appropriate, it may require separate permits for each repair, alteration or addition.

#### **Examples of minor work or repairs:**

- moving electrical outlets or switch locations;
- adding an extra luminaire in an office;
- replacing existing electrical equipment; and/or
- relocating or adding a plumbing fixture (e.g. drinking fountains, sinks, lavatories, indirect drains, etc.).

**Note:** New construction is not considered as falling within the scope of an annual permit.

### *Utility Connections*

#### **Gas, Electrical, and Water Service**

The Permit Regulation contains provisions regarding what does and what does not require a permit in terms of utility connections, and what permits must be in place before a utility connection can be made.

- 18(1) A supply of [gas](#) or electricity shall not be provided to a [gas](#) or [electrical system](#) unless

- (b) the permit issued in respect of that installation is presented to the supplier;
  - (c) the [permit issuer](#) notifies the supplier that the required permit has been obtained;
  - (d) the [permit issuer](#) authorizes a temporary connection.
- (2) Despite subsection (1), a permit or notification from a [permit issuer](#) does not obligate a supplier of [gas](#) or electricity to supply [gas](#) or electricity to an installation.
- (3) A permit or notification from a [permit issuer](#) does not obligate a supplier of water to supply water to a plumbing system.

***Explanation:*** This requires that a permit be in place before installations are provided with gas or electricity, but also ensures that the utility companies are still in control of when they provide that service to their customers.

## L Quick Reference

### *Building*

PR = Permit Regulation (“Regulation”)  
SCA = *Safety Codes Act* (“Act”)

### Building – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
Construction (if the Alberta Building Code applies) where the project cost is \$5,000 or more.	Yes	PR 6(1)(a), 6(3)(a)
Renovation of a building (if the Alberta Building Code applies) where the project cost is \$5,000 or more.	Yes	PR 6(1)(a), 6(3)(a)
Addition to a building (if the Alberta Building Code applies) where the project cost is \$5,000 or more.	Yes	PR 6(1)(a), 6(3)(a)
Alteration, installation, repair, relocation, demolition and removal of a building (if the Alberta Building Code applies) where the project cost is \$5,000 or more.	Yes	PR 6(1)(a), 6(3)(a) SCA 1(1)(g)
Construction, renovation, addition to, alteration, installation, repair, relocation, demolition and removal of a building where the project cost is less than \$5,000, but health or life/structural safety are at risk.	Yes	PR3(3)(a)
Change in occupancy of a building.	Yes	PR 6(1)(b)
Painting, redecorating, reroofing, or re-siding a building when health or life/structural safety are at risk.	Yes	PR 6(3)(b)
Painting, redecorating, reroofing, or re-siding a building when there is structural change to the building.	Yes	PR 6(3)(b)
Replacing or altering ducting serving a space-heating appliance in a single-family residential dwelling where there is design change to the heating and ventilation system.	Yes	PR 6(3)(c)
Replacing or altering ducting serving a space-heating appliance in a structure other than a single-family residential dwelling.	Yes	PR 6(3)(c)
Relocatable industrial accommodations (work camps) if the camp/structure will remain on one site for more than 28 days.	Yes	PR 6(4)
Construction, renovation, addition to, alteration, installation, repair, relocation, demolition and removal of a building where the project cost is less than \$5,000 and when health or life/structural safety is not at risk.	No	PR 6(3)(a)
Painting, redecorating, reroofing, or re-siding a building when health or life/structural safety is not at risk and when there is no structural change to the building.	No	PR 6(3)(b)
Replacing or altering ducting serving a space-heating appliance	No	PR 6(3)(c)



in a single-family residential dwelling where there is no design change to the heating and ventilation system.		
Relocatable industrial accommodations (work camps) if the camp/structure will remain at the site for less than 28 days.	No	PR 6(4)

### Building – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
An owner of a building (including a single-family residential dwelling)	N/A	PR 7(1) SCA 1(1)(v)
An owner's agent	N/A	PR 7(1)
Tradesperson	For permits that are issued for a part of an undertaking under section 6(2) of the Permit Regulation.	PR 7(2)(a)

### Electrical

PR = Permit Regulation ("Regulation")  
SCA = Safety Codes Act ("Act")

### Electrical – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
Installing or altering an assembly or any part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission, distribution, control or utilization of electric energy (except for the exceptions in the electrical codes, and taking into account the exceptions below).	Yes	PR 8(1) SCA 1(1)(k)
Installing or altering an extra-low-voltage (30 V max.), Class 2 (100 VA max) electrical circuit used for safety control.	Yes	PR 8(2)(d)(i)
Installing or altering an extra-low-voltage (30 V max.), Class 2 (100 VA max) electrical circuit for use in a location described as hazardous in the Electrical Code.	Yes	PR 8(2)(d)(ii)
Installing or altering an extra-low-voltage (30 V max.), Class 2 (100 VA max) electrical circuit used for electro-medical purposes.	Yes	PR 8(2)(d)(iii)
Installing or altering an extra-low-voltage (30 V max.), Class 2 (100 VA max) electrical circuit used for lighting.	Yes	PR 8(2)(d)(iv)
The replacement of electrical equipment with units of a similar type when the replacement of the equipment will affect a change to the ratings or characteristics of the electrical installation.	Yes	PR 8(2)(e)
Communication systems.	No	PR 8(2)(a)
Electrical systems in mines to which CSA Standard CAN/CSA M421-00(R200) applies.	No	PR 8(2)(b)
Electrical installations related to an elevating device (a passenger elevator, freight elevator, dumbwaiter, escalator,	No	PR 8(2)(c) SCA 1(1)(l)

inclined passenger lift, manlift, passenger ropeway, freight platform lift, moving walk, personnel hoist, lift for persons with disabilities, or amusement ride).		
Extra-low-voltage, Class 2 electrical circuits that are not used for safety control, in locations described as hazardous in the Electrical Code, electro-medical purposes or lighting.	No	PR 8(2)(d)
The replacement of electrical equipment with units of a similar type for maintenance purposes—no change to the ratings or characteristics of the electrical installation.	No	PR 8(2)(e)

### Electrical – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
A master electrician	N/A	PR 1(1)(k) PR 9(1)(a)
A restricted master electrician	Only for electrical systems within the scope of the restricted master electrician's certification.	PR.1(1)(q) PR 9(1)(b)
A rural wireman	Only for an electrical undertaking in a residence, farm building or similar structure, in an area of the province prescribed by an administrator, if the service does not exceed 100 amperes and 300 volts single phase.	PR 1(1)(s) PR 9(1)(c)
An owner of a single-family residential dwelling	Only where the electrical system serves that dwelling.	PR 1(1)(u) PR 9(1)(d) SCA 1(1)(v)
An owner of a farm building	Only if the system is single-phase.	PR 1(1)(i) PR 9(1)(e)
An owner, operator or designate of a power line construction company or an electrical utility	Only for the construction of an overhead or underground power system governed by the Alberta Electrical Utility Code.	PR 9(1)(f)
A sign installation technician	Only for electrical systems within the scope of the technician's duties as authorized under the <i>Apprenticeship and Industry Training Act</i> .	PR 1(1)(t) PR 9(1)(g)
An owner or operator	For permits issued under the annual permit section.	PR 9(1)(h) PR 23 SCA 1(1)(v)

## Fire

PR = Permit Regulation (“Regulation”)  
SCA = *Safety Codes Act* (“Act”)

### Fire – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
To install, alter or remove a tank to which the Alberta Fire Code applies.	Yes	PR 10
To install, alter or remove a tank to which the Alberta Fire Code does not apply.	No	PR 10

### Fire – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
Owner of the parcel of land	N/A	PR 11

## Gas

PR = Permit Regulation (“Regulation”)  
SCA = *Safety Codes Act* (“Act”)

### Gas – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
Installing new gas appliances, equipment and piping and when altering or adding to an existing gas system.	Yes	PR 12(1) SCA 1(1)(p)
The replacement of gas appliances and gas equipment in all buildings, except for a single-family residential dwelling.	Yes	PR 12(1), & 12(2) (c)
Replacing or altering ducting serving a dryer, range, water heater or a space-heating appliance in a single-family residential dwelling where there is design change to the venting system and/or gas piping upstream of the appliance shut-off valve.	Yes	PR 12(1), & 12(2) (c)
The installation of a container having a propane capacity exceeding 454 litres water capacity or when containers are manifolded together and the aggregate capacity of the containers exceed 454 litres water capacity.	Yes	PR 12(1), & 12(2) (e)
The installation of a gas system that uses propane or natural gas as an alternate or principal fuel for motive power on a highway motor vehicle.	No	PR 12(2) (a)
The installation of a gas system that uses propane or natural gas to provide conditioned air in a cargo transport unit.	No	PR 12(2) (b)
The replacement of a dryer, range, water heater or space-heating appliance in a single-family residential dwelling where there is design change to the gas piping or venting system.	No	PR 12(2) (c)
The relocation, by a gas utility company, of a gas meter, including any piping changes that may be required for the	No	PR 12(2) (d)

relocation.		
The installation of a container having a propane capacity of not more than 454 litres water capacity or when containers are manifolded together, the aggregate capacity of the containers does not exceed 454 litres water capacity.	No	PR 12(2) (e)
The installation of a propane container and installation serving a pump jack, flare stack or oil tank heater at an oil field well site.	No	PR 12(2) (f)

### Gas – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
A gasfitter class “A”	N/A	PR 13(1)(a)
A gasfitter class “B”	May only install appliances that do not exceed 400,000 BTU/h within the scope of the gasfitter’s duties under the <i>Apprenticeship and Industry Training Act</i> .	PR 13(1)(a)
An owner of a single-family residential dwelling	Owner must reside in the dwelling where the gas system is installed.	PR 13(1)(b)
An owner of a farm building	Only where the gas system serves that farm building.	PR 13(1)(c)
Special permission (TS number) to install propane tank sets.	To obtain permits just for propane “Tank Sets Only” and authorization is tied to the individual and the specified LPG company.	PR 13(1)(d)
Special permission (SP number) to install secondary gas lines.	To obtain permits just for “Secondary Gas Lines Only” and authorization is tied to the individual and the specified company.	PR 13(1)(e)
An owner or operator	For permits issued under the annual permit section.	PR 13(1)(f) PR 23 SCA 1(1)(v)

## Plumbing

PR = Permit Regulation (“Regulation”)  
SCA = Safety Codes Act (“Act”)

### Plumbing – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
Installing, extending or altering an assembly or any part of an assembly of a plumbing system, which includes the drainage systems, venting systems, water service pipes and water distribution systems in any building.	Yes	PR 14(1) SCA 1(1)(x)
The installation of plumbing fixtures in a building other than a single-family residential dwelling if rough-in piping was completed under another permit.	Yes	PR 14(2)(d)
The installation of water treatment devices in a building other than a single-family residential dwelling.	Yes	PR 14(2)(e)
The installation of a water service that connects a building to a municipal or private water supply.	No	PR 14(2)(a)
The installation of a building sewer or storm sewer outside a building.	No	PR 14(2)(b)
The replacement of a fixture, water heater, faucet, trap or valve if a design change to the piping system is not required.	No	PR 14(2)(c)
The installation of plumbing fixtures in a single-family residential dwelling if rough-in piping was completed under another permit.	No	PR 14(2)(d)
The installation of water treatment devices in single-family residential dwellings.	No	PR 14(2)(e)

### Plumbing – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
A plumber	N/A	PR 15(1)(a)
An owner of a single-family residential dwelling	Owner must reside in the dwelling where the plumbing system is installed.	PR 15(1)(b)
An owner of a farm building	Only where the plumbing system serves that farm building.	PR 15(1)(c)
An owner or operator	For permits issued under the annual permit section.	PR 15(1)(d) PR 23 SCA 1(1)(v)

## Private Sewage Disposal Systems (PSDS)

PR = Permit Regulation (“Regulation”)  
SCA = Safety Codes Act (“Act”)

### PSDS – Permit Requirements

Undertaking (Project)	Requires a Permit?	Reference in Regulation/Act
The installation of an on-site private sewage system serving a	Yes	PR 16(1)

development that generates LESS than 5,500 imperial gallons per day, and which includes all sewage treatment and disposal systems identified in the Private Sewage Systems Standard of Practice.		SCA 1(1)(z)
Replacing an existing holding tank, septic tank, or a package sewage treatment plant.	Yes	PR 16(2)
Replacing an on-site effluent treatment and dispersal system with one that modifies the design of the original installation.	Yes	PR 16(2)
The installation of an on-site private sewage system serving a development that generates MORE than 5,500 imperial gallons per day, and which includes all sewage treatment and disposal systems identified in the Private Sewage Systems Standard of Practice (these systems are under Alberta Environment's jurisdiction with the responsibility for administering the <i>Safety Codes Act</i> ).	No (Refer individual to AB ENV).	
The replacement of any equipment used in the private sewage disposal system with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the design of the system (pumps, filters, alarms, valves, etc.).	No	PR 16(2)

### PSDS – Permit Eligibility

Individual	Restrictions	Reference in Regulation/Act
A private sewage installer	None.	PR 17(1)(a)
A restricted private sewage installer	May only install sewage holding tanks.	PR 17(1)(b)
An owner of a single-family residential dwelling	The owner must reside in the dwelling served by the private sewage disposal system.	PR 17(1)(c)
An owner of a farm building	Only where the private sewage system serves that farm building.	PR 17(1)(d)
Owner and farmer	Permit issuer may restrict type of work an owner and farmer can do.	PR 17(2)



## Contact Information

This publication has been developed in cooperation with the Safety Codes Council and is maintained by Alberta Municipal Affairs. Please direct any questions to:

**Alberta Municipal Affairs**  
Safety Services Branch  
16<sup>th</sup> floor, Commerce Place  
10155-102 Street  
Edmonton, Alberta, Canada T5J 4L4  
Toll free in Canada: 1 866 421 6929  
Fax: 780 427 8686  
e-mail: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

Any suggestions for further content for this handbook can be made using the form at the back of the manual. This form is also available for download at [www.municipalaffairs.alberta.ca/cp\\_index.cfm](http://www.municipalaffairs.alberta.ca/cp_index.cfm).

The **Safety Codes Council** can be reached at:  
800, 10707-100 Avenue  
Edmonton, Alberta, Canada T5J 3M1  
Toll free: 1-888-413-0099  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

For Information on Master Electrician certificates or Restricted Master Electrician certificates, please contact:

**The Electrical Contractors Association of Alberta**  
11235 - 120 Street  
Edmonton, Alberta, Canada T5G 2X9  
Toll free: 1-800-252-9375  
E-mail: [ecaa@ecaa.ab.ca](mailto:ecaa@ecaa.ab.ca)  
[www.ecaa.ab.ca](http://www.ecaa.ab.ca)

For information on the registration of petroleum tanks, please contact:

**The Petroleum Tank Management Association of Alberta**  
Suite 980, 10303 Jasper Avenue  
Edmonton, Alberta, Canada T5J 3N6  
1-866-222-8265  
[ptmaa@ptmaa.ab.ca](mailto:ptmaa@ptmaa.ab.ca)  
[www.ptmaa.ab.ca](http://www.ptmaa.ab.ca)

For Information on Private Sewage Installer certificates or Restricted Private Sewage Installer certificates, please contact:

**The Alberta Onsite Wastewater Management Association**  
18303-60 Avenue  
Edmonton, Alberta, Canada T6M 1T7  
780/489-7471  
[www.aowma.com](http://www.aowma.com)



Please forward your forms by mail or e-mail to:

Alberta Municipal Affairs  
Safety Services Branch  
16<sup>th</sup> floor, 10155-102 Street  
Edmonton, Alberta T5J 4L4  
safety.services@gov.ab.ca

## Questions and suggestions for the Permit Regulation Guidelines Handbook

### About you

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City Province Postal Code*

Phone: ( ) E-mail Address:

**Please Check all that apply:**

- | <b>Your Organization:</b>   | <b>Your Role:</b>                               | <b>How do you usually use this handbook?</b>                       |
|---|---|--|
| <input type="checkbox"/> Accredited municipality                          | <input type="checkbox"/> Permit clerk           | <input type="checkbox"/> To assist permit applicants               |
| <input type="checkbox"/> Accredited agency in provincial jurisdiction     | <input type="checkbox"/> Safety codes officer   | <input type="checkbox"/> To learn more about the Permit Regulation |
| <input type="checkbox"/> Agency in accredited municipality's jurisdiction | <input type="checkbox"/> Municipal staff        | <input type="checkbox"/> To train new staff                        |
| <input type="checkbox"/> Other (please specify)                           | <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Other (please specify)                    |

### Section of the Handbook requiring clarification/new information

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Basic Requirements and Exemptions</b> | <input type="checkbox"/> <b>Gas</b>            | <input type="checkbox"/> <b>Permit Administration</b>            |
| <input type="checkbox"/> <b>Building</b>                          | <input type="checkbox"/> <b>Plumbing</b>       | <input type="checkbox"/> <b>Interdisciplinary Considerations</b> |
| <input type="checkbox"/> <b>Electrical</b>                        | <input type="checkbox"/> <b>Private Sewage</b> |  |
| <input type="checkbox"/> <b>Fire</b>                              | <input type="checkbox"/> <b>Utilities</b>      |  |

### Details on proposed addition to handbook (please attach other paper if necessary)

The personal information being provided on this form will be used for the ongoing administration of the Permit Regulation Guidelines Handbook and is being collected under the authority of section 33(1)(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act*. The personal information will be managed in accordance with the privacy provisions found under Part II of the *FOIP Act*. If you have any questions concerning the collection of your personal information, please contact the Safety Services Branch, Public Safety Division, Alberta Municipal Affairs at 1-866-421-6929 or by writing to 16<sup>th</sup> Floor, Commerce Place, 10155 – 102<sup>nd</sup> Street, Edmonton, Alberta, T5J 4L4.