



Please refer to our web site, or contact one of the Regional Offices below to locate a BC Safety Authority office nearest you:

Coquitlam	604-927-2041	fax 604-927-2047	Kamloops	250-314-6000	fax 250-377-4406
Kelowna	250-861-7313	fax 250-861-7349	Langley	604-539-3573	fax 604-539-3570
Nanaimo	250-716-5200	fax 250-716-5212	Prince George	250-614-9972	fax 250-614-9949
Victoria	250-952-4444	fax 250-952-4458			

New Westminster 88 Sixth Street, Suite 400, New Westminster, BC V3L 5B3 1-866-566-7233 fax 1-888-660-3508

ELECTRICAL INSTALLATION PERMIT

Note: The information on this form is collected to administer the provisions of the BC Safety Standards Act. If you have questions about the collection, use, or disclosure of this information, contact the Records, Information and Privacy Analyst for the BC Safety Authority at our toll free number at the top of this form.
If you are a homeowner applying for this permit, you should obtain our homeowner information package and a copy of the homeowner declaration form which must be completed and accompany this permit application.
 If you are applying for this permit at a BCSA office, make cheque payable to the **BC Safety Authority**. If you are applying for this permit at a **Government Agents office**, make cheque payable to the **Minister of Finance & Corporate Relations**.

Original permit number:

Permit amendment number:

A. Permit Information (Please print)

Permit classes - Check one box only please

Electrical Contractor or Operating Permit Holder permits: <input type="checkbox"/> Addition/Alteration - Commercial <input type="checkbox"/> Addition/Alteration - Industrial <input type="checkbox"/> Addition/Alteration - Residential <input type="checkbox"/> New - Commercial <input type="checkbox"/> New - Industrial			<input type="checkbox"/> New - Residential <input type="checkbox"/> Temp. Construction Service <input type="checkbox"/> Double Permit Fee			Homeowner permits: <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> New Installation <input type="checkbox"/> Temp. Construction Service <input type="checkbox"/> Double Permit Fee <input type="checkbox"/> Survey Inspection		
Amendments: <input type="checkbox"/> Permit Value <input type="checkbox"/> Expiry			Amendments: <input type="checkbox"/> Permit Value <input type="checkbox"/> Expiry					

ELECTRICAL CONTRACTOR INFORMATION:

License no./Operating permit no.:	FSR no.:	FSR name:
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PERMIT APPLICANT (please use your mailing address) Email address:

Name:				
Suite no.:	Street no.:	Street name:	Street type:	NSEW:
City:		Province:	Postal Code:	Cell/Phone:()

INSTALLATION INFORMATION - Location of work site

Installation name:			Your job no.:	
Suite no.:	Street no.:	Street name:	Street type:	NSEW:
City:		Site contact name:	Site contact phone number: ()	

Description of work:

Work/Building occupancy type - Check one only				
<input type="checkbox"/> - Commercial	<input type="checkbox"/> - Institutional	<input type="checkbox"/> - Private (HV) overhead line	<input type="checkbox"/> - Recreational	
<input type="checkbox"/> - Industrial	<input type="checkbox"/> - Low energy systems	<input type="checkbox"/> - Residential	<input type="checkbox"/> - Other	

Rating of service switch:	Volts:	Amps:	Phase:	Size & type of service conductor:
Calc'd load or 12 month demand (KVA):		Available fault current:		Heating source:
Heating load:		Designer name:		

Electrical installation value: \$		Or revised installation value: \$	
Revised total permit fee: \$		Less original fee: \$	

B. Fee Declaration - refer to BCSA electrical fee schedule

Directions/Notes:			

Re-inspection fees may be assessed when an inspection of a previous non-compliance is performed and/or when the number of inspections included in the permit fee has been exceeded (minimum 1 hour).			Total Fee:
			\$

For office use only	Office:	Payment method:	Payment date:	Processed by:
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ELECTRICAL INSTALLATION PERMIT - TERMS AND CONDITIONS

Pursuant to section 27(3) of the Safety Standards Act, the following terms and conditions are attached to this Electrical Installation Permit by the Provincial Safety Manager.

Homeowners only

1. A homeowner must request an electrical inspection under this permit by either:
 - a) Mailing, faxing or hand delivering to the nearest BC Safety Authority office, a completed "Homeowner Inspection Request" form supplied by the BC Safety Authority, or
 - b) Telephoning the nearest BC Safety Authority office to arrange for an inspection. **This method cannot be used for a Final Inspection request.** Homeowners must state their permit number when making the request, and must complete the "Homeowner Inspection Request" form supplied by the BC Safety Authority and leave the completed form at the job site for the Safety Officer to collect at the time of inspection.
2. The completed "Homeowner Inspection Request" form must be signed and dated, and must have the original permit number recorded.
3. When making a request for inspection, a homeowner must indicate how access to the premises or property may be gained by the Safety Officer performing the inspection (e.g. where is the key located, if the premises will be open) and must also indicate how the property is marked at the driveway.
4. After an inspection is requested (prior to covering of wiring or prior to connection of power) work must not proceed until authorized by a Safety Officer.
5. Permits expire 180 days after either issue, or the most recent inspection. Contact your Safety Officer if you need an extension, prior to lapse of the permit.
6. Homeowners are advised that failure to comply with the regulatory inspection requirements for a homeowner permit in accordance with the Electrical Safety Regulation section 17, could result in an order to the supply authority to disconnect electrical power to the premises.

All others (except homeowners)

7. The Field Safety Representative named on the permit must physically examine the work described on this

permit, including any amendments to this permit and, once satisfied that the work described has been performed and completed in accordance with the *Safety Standards Act* and regulations, complete a "Contractor Authorization and Declaration of Compliance" form supplied by the BC Safety Authority in accordance with these terms and conditions. The Field Safety Representative must meet the requirements to complete the scope of work described on the permit.

8. To obtain authorization **to cover rough wiring**, complete a "Contractor Authorization and Declaration of Compliance" form, post a copy at the jobsite in a conspicuous manner, and notify the nearest BC Safety Authority office by one of the following methods :
 - a) By *Outrider* (BC Online) or facsimile. The date shown for covering must be no sooner than the start of the second business day after the notice was received. Notices received after the end of normal business hours will be dated as received on the next business day. No original documents are required.
 - b) By telephone. The date shown for covering must be no sooner than the start of the second business day after the call was received. No original document is required.
 - c) By hand delivery. The date shown for covering must be no sooner than the start of the second business day after the notice was received. Notices delivered after the end of normal business hours will be dated as received on the next business day.
 - d) By mail. The date shown for covering must be no sooner than *seven* working days after the postmark.
9. **Upon completion of installation**, complete a "Contractor Authorization and Declaration of Compliance" form, post the Jobsite Copy in a conspicuous manner, and forward the Safety Officer Copy to the nearest BC Safety Authority office, by mail, facsimile, or by hand delivery.
10. For the purposes of the *Safety Standards Act* and regulations, notification under article 8 or 9 above constitutes a request for an inspection by a BC Safety Authority Safety Officer.
11. A Field Safety Representative who submits a "Contractor Authorization and Declaration of Compliance" form, or an electronic equivalent of that form, under articles 8 or 9 above may be requested to provide an original signed copy of that form to a Safety Officer.