

ALBERTA SAFETY CODES AUTHORITY (ASCA)

GAS PERMIT APPLICATION GUIDELINES

GAS PERMITS ARE REQUIRED TO INSTALL, ALTER, OR ADD TO A GAS SYSTEM.

NOTE: The *Safety Codes Act* requires that homeowners or certified gasfitters in Alberta obtain permits before installing, altering, or adding to a gas system.

When applying for a gas permit, remember that:

- The permitted work must comply with all applicable codes and regulations.
- Permits have expiry dates. Permit expiry dates can be located under general permit conditions section of the issued permit document.

Before You Apply

Installing gas outlets requires a lot of planning. For example, if you are installing gas outlets, you will need to make a list of all of the outlets, and determine their location(s) and expected BTUs. Outlets include boiler, BBQ connection, dryer, gas fireplace, furnace, range, unit heater, water heater, etc.

Completing Your Application

The following information is intended to assist in completing ASCA's gas permit application. ASCA contracted agencies are available throughout Alberta to assist with the application process. To obtain information on ASCA contracted agencies available in your municipality, visit our website at <https://www.safetycodes.ab.ca/permits-inspections/where-to-get-a-permit/>

The Alberta Permit Regulation governs matters related to the safety codes permits. This regulation sets specific requirements for information that **must** be included on a permit application. A permit cannot be issued if you do not provide this mandatory information.

After Your Permit Is Issued

Permits include site inspections performed by certified safety codes officers and are critical to ensuring that the installation is safe and will not cause harm to persons or property.

The permitting agency will communicate the minimum number of required inspections to the permit applicant as part of the issued permit and/or plan review document.

It is the permit applicant's responsibility to call the permitting agency to arrange for the required inspections. To ensure that your inspection takes place on schedule, we recommend contacting the permitting agency 2 to 5 days in advance of the anticipated inspection date.

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Application Date

The date you will be submitting the application.

Development Permit Number

Municipalities require a development permit for new construction, renovation, and change of use of buildings. For more information, contact your municipality's planning and development department.

Estimated Start Date

The date you expect to begin the work associated with this permit.

Permit Applicant

In the gas discipline, a permit can be issued to a certified gasfitter, an owner who resides or intends to reside in a single-family residential dwelling where the gas system serves that dwelling, or an owner of a farm building if the gas system serves the farm building.

Other Permits Required

Check all that apply to this project. If you are unsure of other required permits, consult with the permitting agency.

Building Permit No.

If the building permit is required for the scope of work, please indicate the building permit number.

Estimated Project Completion Date

The approximate date you expect to complete the work associated with this permit.

Value of Work (labour and material)

The combined dollar value of the materials used for the work being completed and the labour cost to complete the work. The value expressed should be the current industry value, not a discounted rate.

Owner Name

As per the Permit Regulation, owner information is required even when the contractor is applying for the permit. The owner is ultimately responsible for ensuring that the work complies with the *Safety Codes Act*. Certain communications and documents will always be issued to the owner, including:

- A non-compliant final inspection report, providing information on the condition of the work at the time of the inspection.
- A permit services report, issued when the permit is closed, providing the owner with the outcome of the compliance monitoring process.
- A notice of a no-entry inspection, permit refusal, and/or permit expiry.

Contracting Company Information

This information is required if the certified gasfitter is applying for the permit.

Contact Name

Include the contractor's primary contact information.

Project Location

A permit application must include the address of the location where the work will take place. Ensure an accurate and full address is provided, and indicate the municipality name.

Directions

Directions will help the safety codes officer find the project location for inspection(s).

Description of Work

A permit application must describe, in full, the work governed by the permit. This description should give the safety codes officer an idea of what to expect at the worksite covering technical aspects and the scope of the work.

Type of Occupancy

Select the option that best describes how the building will be used after the work associated with this permit is completed.

Type of Work and Fuel Type

Select the option that best describes the work to be completed.
Indicate if the fuel type is natural gas or propane.

Number of Outlets

Indicate the number of each type of outlet being installed. Indicate the project BTUs.

Permit Applicant's Signature

The permit applicant is required to sign the permit application. A digital signature is acceptable. If the contractor is the permit applicant, the journeyman's certification number and signature are required.

Permit Fee – OFFICE USE ONLY

Fees for a permit will be calculated by the permit-issuing agency.