

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 owners 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 the general permit conditions section of the issued permit document.

Before You Apply

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

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.

How can I sign my permit application?

1. **Fill out the form digitally** through the open browser.
2. Once completed, **save it to your device**.
3. **Close the permit application** that is open in your browser.
4. **Reopen the permit application** through your choice of e-Signature / Digital Signature software to sign the permit application electronically.

*Please note that providing an email address is required for completing the permit application. This is necessary to ensure effective communication and timely updates regarding your permit application and project compliance monitoring. Additionally, your email address will serve as a primary means of contact for all notifications and correspondence related to the permit application, permitting, inspections, and compliance monitoring progress.

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.

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The permitting agency will communicate the minimum number of required inspections to the permit applicant as part of the issued permit. **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.

Completing Application Fields

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.

Section 1(1)(v) of the *Safety Codes Act* defines "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.

Application Date

The date you will be submitting the application.

Development Permit Number (if applicable)

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.

Building Permit No.

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

Estimated Start Date

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

Estimated Completion Date

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

Value of Work (labour & materials)

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 *Alberta Permit Regulation*, owner information is required even when the contractor is applying for the permit. Owner email address is required. 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.

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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. Contact email address is required.

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.

*Legal land description is required (e.g. lot/block/plan; municipal address, long legal).

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, technical aspects and the scope of the work. Select the check box indicating the status of the project.

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 convenient and preferred signing method is e-Signature or Digital Signature. If the contractor is the permit applicant, the certified installer's certification number and signature are required.

Permit Fee – OFFICE USE ONLY

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