



CURRENT PLANNING (HSBC Bank Place)
5th FLOOR, 10250 - 101 STREET NW
EDMONTON, ALBERTA, T5J 3P4
PHONE: 311 or if outside Edmonton: 780-442-5311
FOR PAYMENT OF FEES BY PHONE: 780-442-5054
FAX: 780-496-6054
E MAIL: SDCurrentPlanning@edmonton.ca

HEATING & VENTILATION PERMIT

DATE: _____

PROJECT Number: _____

COMBO Project Number: _____

CONTRACTOR INFORMATION:

CITY CUSTOMER ID # (If known): _____

CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S ADDRESS: _____ Postal Code _____

PHONE NUMBER: _____ CELLULAR: _____ FAX: _____

EMAIL (mandatory): _____ - Inspection Results will be sent to this email

CONTRACTOR'S SIGNATURE: _____

Personal Information required by City of Edmonton application forms is collected under authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact a Service Advisor at the Current Planning Service Centre at 780-442-5054.

WORK SITE INFORMATION:

WORK SITE ADDRESS: _____ FLOOR NO: _____

BAY NO: _____ PROJECT NAME: _____

JOB SITE CONTACT: NAME _____ PHONE NUMBER: _____

BUILDING USE: ☐ COMMERCIAL ☐ MULTI FAMILY Dwellings ☐ RESIDENTIAL Dwellings
(Single Detached Dwellings Only)

OWNER / OCCUPANT: _____ PHONE NUMBER: _____

****NOTE:** Safety Codes Officers entering into any worksite (including occupied homes) are required to wear approved footwear for safety reasons.

JOB INFORMATION:

TYPE OF WORK: ☐ NEW ☐ ADDITION ☐ REPLACEMENT ☐ ALTERATION

TYPE OF INSTALLATION: ☐ COMBO HVAC ☐ HVAC ☐ SOLAR THERMAL # of installations: _____ ☐ GEOEXCHANGE
☐ KITCHEN EXHAUST / MAKE UP AIR ☐ SPRAY BOOTH / MAKE UP AIR

NUMBER OF APPLIANCES: _____ ☐ FORCED AIR ☐ HYDRONIC ☐ SHEET METAL

INSTALLATION COMMENTS: _____

RESPONSIBILITY OF THE HVAC / MECHANICAL CONTRACTOR – Neither the granting of a permit, nor the approval of plans and specifications, nor inspections by a Safety Codes Officer shall in any way relieve the contractor from full responsibility for carrying out the work in strict accordance with the Safety Codes Act and the Alberta Building Code 2014.

FOR HYDRONIC / GEOEXCHANGE INSTALLATIONS THE CONTRACTOR SHALL INCLUDE A SITE SPECIFIC DRAWING ,HEAT LOSS & EQUIPMENT LIST FROM A CERTIFIED DESIGNER PRIOR TO PERMIT ISSUE

| | | |
|--|-----------------|------|
| PERMITS MUST BE OBTAINED BEFORE COMMENCING WORK | PERMIT FEE | \$. |
| | SAFETY CODE FEE | \$. |
| | TOTAL FEE | \$. |

Permits fees must be paid at the time of application. We accept cash, debit, cheque or credit card.

If applying by fax, email, or mail, a service representative will call you to advise you of your fees.

Office hours are Monday to Friday 8 a.m. to 4:30 p.m. The office is closed on statutory holidays.

Please note that the City of Edmonton, in accordance with the Payment Card Industry, has taken measures to protect your payment card information. We are required to delete applications submitted with credit card information by unsecured methods such as fax or email.

Nov 2015