



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

SINGLE FAMILY HOMEOWNER HEATING & VENTILATION PERMIT

HOMEOWNERS ARE REQUIRED TO APPLY IN PERSON. FAXED OR MAILED IN APPLICATIONS WILL NOT BE ACCEPTED

DATE: _____ PROJECT Number: _____
COMBO Project Number: _____

HOMEOWNER'S NAME: _____
CITY CUSTOMER ID # (if known): _____
HOMEOWNER'S ADDRESS: _____ Postal Code _____
PHONE NUMBER: _____ CELLULAR: _____ FAX: _____
EMAIL: (mandatory) _____ (Inspection results will be sent to this email)
**Note: Safety Codes Officers entering into any worksite (including occupied homes) are required to wear approved footwear for safety reasons.

RESPONSIBILITY OF THE HOMEOWNER – 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 homeowner / contractor from full responsibility for carrying out the work in strict accordance with the Safety Codes Act and the Alberta Building Code 2006.

NOTE : The Inspector may request that the homeowner hire a licensed contractor if the work is found with severe health or safety issues

I herby declare that I am the owner of the premises in which the work will be conducted and reside in that residence. I am performing the heating system replacement and / or alteration myself, and assume responsibility for compliance with all applicable Acts, codes & regulations.

HOMEOWNER'S SIGNATURE / DECLARATION _____

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.

JOB INFORMATION:

TYPE OF WORK: ☐ ADDITION ☐ REPLACEMENT ☐ ALTERATION ☐ SOLAR THERMAL # of installations: _____
NUMBER OF APPLIANCES: _____ ☐ FORCED AIR ☐ HYDRONIC ☐ GEOTHERMAL
INSTALLATION COMMENTS: _____

FOR HYDRONIC / GEOTHERMAL INSTALLATIONS THE HOMEOWNER 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	\$.

HOMEOWNER HEATING AND VENTILATION PERMIT REQUIREMENTS

New home heating and ventilation work must be completed by a licensed mechanical contractor. Homeowners of single family homes can only obtain heating and ventilation permits for renovations and/or additions to an existing heating and ventilation system.

Homeowners, who apply for their own heating and ventilation permits must own, occupy the property and be completing the work themselves.

1. Homeowner must apply for the permits in person (address listed on this form)
2. Complete this form
3. Provide a detailed drawing with duct design and heat loss calculation
4. For hydronic/geothermal installations, the homeowner needs to provide a site specific drawing and a heat loss and equipment list from a certified designer
5. After the work has been completed you can book an inspection by calling 311.
 - ☐ Please note that Safety Codes Officers entering into any worksite (including occupied homes) are required to wear approved footwear for safety reasons.

A permit must be obtained prior to starting any work and booking an inspection.