

# ON LINE ELECTRICAL PERMIT MANUAL

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# ON LINE ELECTRICAL PERMIT MANUAL

## SECTION 1 – GETTING STARTED

### OVERVIEW OF ON LINE SYSTEM

The on line system can be used as follows:

#### PERMITS:

- Apply and Pay for a new electrical permit (both residential & Commercial)
- Fill out the Permit Details on an electrical permit that was paid for as part of the Building Permit for a new single family home, new semidetached or row housing home.
  - Once these permit details are provided, the permit is issued & the contractor can then book the required inspections. Because the contractor and permit was already paid for as part of the building permit, no payment is required.
- Apply for an electrical permit that has been paid for as part of a Commercial Final Building Permit.
  - In these situations, the Commercial Final Building Permit has paid for the electrical work associated with the building permit and therefore, no additional payment is required.

#### INSPECTIONS:

- A company can book inspections on line as long as: the permit is **issued and the company has been identified as the electrical contractor** on that permit.
- If an inspection is booked, it remains on the system until the day of the inspection. Up until the day before that inspection, you can alter or change inspection requests by just overwriting the original request
- Once the inspection has been completed, the results are posted online. You will be able to view and print these results

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## SIGNING INTO THE SYSTEM

You **MUST** be a registered user to use the on line system.

If you have not already become a registered user – download and send in the Permit application for Electrical Contractors.

1. Go to the ON line Permit Site at City of Edmonton web site:
  - a. [www.edmonton.ca/onlinepermits](http://www.edmonton.ca/onlinepermits)
  - b. You should now be at the sign on for the on line service page.
  - c. Click on “ **Online Services Link**” to access the site
  - d. Once on main page – mark as Favorite

## APPLYING FOR A NEW ELECTRICAL PERMIT – ONLINE

\*\*\*\*\***IMPORTANT NOTE**\*\*\*\*\*

Do **NOT APPLY** for a **new** electrical permit if :

- a. The work has been paid for as part of the building permit

Residential Permits	<p>Residential is any type of unit a person lives in (single family house, duplex, etc.)</p> <p>The following new residential building permits <b>ALWAYS</b> include the initial electrical contract work as part of the building permit.</p> <ol style="list-style-type: none"><li>1. New Single House Construction</li><li>2. New Semidetached housing</li><li>3. New Row housing</li></ol> <p><b>Finished basements</b> permits are required even if the building permit included the wiring of a finished basement.</p> <p><b>Residential renovations</b> to existing homes do <b>NOT</b> include electrical permits as part of the building permit. The electrical contractor must apply and pay for a new electrical permit.</p>
Commercial Permits	<p>The General Contractor has the option of including or not including electrical work associated with his building permit in the original Commercial Final Building Permit.</p> <ol style="list-style-type: none"><li>1. <b>If the General Contractor has paid to include electrical work...</b>the electrical subcontractor must apply for but will NOT have to pay for the permit.</li><li>2. <b>If the General Contractor has NOT paid for the electrical permits associated with their job,</b> the electrical contractor must apply and pay for a permit.</li></ol>

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## SECTION 2 SUMMARY OF PROCESSES

[Summary A](#)   [New Permit Application](#)

[Summary B](#)   [New Single Family, Semi Detached or Row Housing Permit Application](#)

[Summary C](#)   [Commercial Final Building Permit](#)

[Summary D](#)   [Paying for the Permit](#)

[Summary E](#)   [Scheduling Inspections](#)

[Summary F](#)   [Inspection Results](#)

### SUMMARY A – NEW PERMIT APPLICATION

Applying and Paying for a New Permit which has NOT been paid for as part of the building Permit

#### \*\*\*\*\*IMPORTANT NOTE\*\*\*\*\*

Do not use this process if:

- The electrical permit is associated with the construction of a New House, Semi Detached or Row Housing job (see [Summary B](#)) or
- If the electrical work was paid for and included in a COMMERCIAL FINAL Building permit (see [Summary C](#))

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### SUMMARY OF STEPS

1. Click **“New Permit”**
2. Fill out **“On line Application fields”**
  - b. Guidelines for various fields:
    - i. **Address:** address is split between fields **Suite:** Unit #, **House** – 1<sup>st</sup> part of address & **Street/Avenue** : 2<sup>nd</sup> part. (lookup glass confirms address).
    - ii. **Type of work:** if permit includes a service change and other work...always select “service change”
    - iii. **Master Electrician #:** This number is automatically filled in by the System using the Master electrician number you have identified to us on your account. If you change your master electrician, you will need to contact our office to update your master information.

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- iv. **Service Connection required:** This box must be checked if you need a service connection to EPCOR. This box will ALWAYS be checked for any new building construction ( even if something existed there before)
  - v. **If Electrical Permit is included in a commercial final:** Do NOT put anything in this field. This field is only filled out if electrical permit fees have been paid on the COMMERCIAL Final building permit.
- 3. **Review information** to ensure accurate.
  - 4. **Click "SUBMIT"**
    - c. No changes are accepted online once the application has been submitted. If changes are required, please contact 780-442-5054.
  - 5. Permit Confirmation screen is created
  - 6. Print permit confirmation screen
  - 7. If no other "New" permits required:
    - a. Click **"Unpaid/Unissued Permits"** link to pay for permit. This goes to a screen that lists all of the company's permits that are either unpaid or unissued.
    - b. Click **"Pay ?"** box beside the permit selected for payment
    - c. Click **"Pay for permit"** to be directed to an e-commerce site for payment
  - 8. If additional "NEW permits required:
    - a. Click **" New Permit"** link & repeat process until all of the "NEW Permits required are created"
    - b. Click **"Unpaid/Unissued Permit"** link
    - c. Select all the permits requiring payment (check box beside them)
    - d. Click **"Pay for Permit"** link to complete one e-commerce payment

## SUMMARY B - NEW SINGLE FAMILY, SEMI DETACHED OR ROW HOUSING PERMIT APPLICATION

### SUMMARY STEPS

- 1. Click **"Permit Inquiries"** link
- 2. Enter in full address (requires full street name & quadrant for search) of new single family home/semi detached or row housing job
  - a. **If the electrical permit shell has been created**, it will show in this listing ( electrical shell is created when Development Permit is issued on a New Single Family Home job & when the building Permit is ISSUED on a semidetached and row housing job)
  - b. Status of job should be "NEW" and Fee amount \$0.00
- 3. Click **"Detail"** link beside the permit
- 4. Enter in Permit details:

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- a. **Type of work:** New
  - b. **Permit for:** choose either – New Single Family Home, New Semi- Detached Home or New Row House
  - c. **File reference:** file reference number
  - d. **Master electrician number:** automatically filled in by system using the master number identified on the customer record. If using a different master, please contact the City of Edmonton to update the records.
  - e. **Occupancy Type:** Residential
  - f. **Building Type or Installation:** Single family or Multi family (if semi detached or row housing)
  - g. **Supply Service Required** (usually either overhead or underground. This is determined by how the electrical service comes into the residence)
  - h. **Electrical Construction value:** Not required – system will overwrite to 0 because permit has been paid for as part of the building permit
  - i. **Volts/Amps & Phase:** Fill in appropriate Volts/Amps & Phase from drop down selection
  - j. **Service Connection and/or EPCOR meter required**
    - i. If it is the wiring permit associated with the new house – click this box.
    - ii. If it is the underground wiring permit – Usually this box is not clicked however, this box MUST be clicked if for any reason the meter is being disconnected, moved, touched etc.
  - k. **Installation description:** brief description of the work you are doing
  - l. **Commercial Combo Permit No:** Do NOT fill out this field....LEAVE BLANK. This field is only filled out if you were applying for an electrical permit which has been paid for as part of a COMMERCIAL Final building permit.
5. **Review details and click “Submit”**
- a. The screen doesn’t change to a confirmation screen
  - b. The phone number will change format from 780XXXXXXX to 780-XXX-XXXX. This change in format indicates your information has been sent & received by the City of Edmonton system.
6. The permit is now reviewed by the City of Edmonton Inspections group.
- a. This process will normally take up to **2 days**.
  - b. The “ISSUED” permit will be emailed to the contact if an email address has been listed on the account.

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## SUMMARY C - COMMERCIAL FINAL BUILDING PERMIT

### \*\*\*\*\*IMPORTANT NOTE\*\*\*\*\*

The POSSE JOB # is required for the COMMERCIAL FINAL BUILDING PERMIT

- Format: XXXXXXXXX-XXX

### SUMMARY OF STEPS

1. Click “**NEW Permit**” link
2. Enter in Permit details:
  - a. Enter in **Address** where job is being done
    - i. Identify the unit or suite number on these jobs whenever applicable.
    - ii. Address is split between the 3 fields: Suite - House & Street/Avenue
    - iii. System will require the full address (NW, SW etc). A look-up icon is available
  - b. **Type of Work**: Select appropriate option
  - c. **Permit for**: Commercial
  - d. **Electrical Work**: select appropriate option
  - e. **Company file number**: The company’s reference number for this job
  - f. **Master Electrician Number**: System will automatically fill in the master number as identified on the company record. If a change to the master number is required, please contact the City of Edmonton to update your record.
  - g. **Occupancy type**: Select appropriate option
  - h. **Building Type or Installation**: Select appropriate option or if none apply, choose “Other”
  - i. **Supply Service**: Select appropriate option
  - j. **Electrical Construction value**: Enter is value (format: xxxx – no commas or cents)
    - i. This will not generate a fee. The value is tracked in the system.
  - k. **Volts/Amps/Phase**: Select appropriate options from drop down lists
  - l. **Service Connection and/or EPCOR meter** required:
    - i. This box **MUST** be clicked if for any reason the meter is being disconnected, moved, touched etc.
    - ii. All NEW buildings require this be checked.
  - m. **Permit Number**: This field **MUST** be filled in with the POSSE JOB # (XXXXXXXX-XXX) of the commercial final building permit otherwise additional fees will be applied.
3. **Review details and click “Submit”**
4. Once confirmed as complete, a confirmation screen will be created.

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- i. Permit fee will be \$0 (because permit was paid for on the Commercial Final Building Permit)
  - ii. New electrical permit number will be assigned (Format EDM2011-XXXXXXX)
- 5. Print Screen (if desired)
- 6. Inspections will be able to be scheduled once the permit is “ISSUED”.
  - a. These permits will not be issued until the City of Edmonton Inspectors have reviewed and issued the permit. This process usually takes up to 2 days.
  - b. The “ISSUED” permit will be emailed to the contact if an email address has been listed on the account.

## SUMMARY D – PAYING FOR THE PERMIT

There are number of different ways to pay for permits.

### SUMMARY OF STEPS

1. Apply for the required permit or group of permits
2. On the **last permit**:
  - a. Click the **“My Unpaid/Unissued”** permits link.
    - i. This screen will list any of the company’s “UNPAID” or “UNISSUED” permits.
  - b. Select the permits for payment by clicking on the box beside that permit under the **“PAY?”** Column
  - c. Click **“Pay for Permits”**
  - d. The e-commerce site will group all of the permit fees selected for payment into a single payment
  - e. Click **“Ok”** for viewing the pages over a secure site
  - f. Enter the credit card information
  - g. Click **“Submit”**
    - i. Another screen will ask for the **password for using the credit card**. This password is set up between you/the company and the bank.
    - ii. Once the payment is complete, a confirmation of payment screen will be created.
    - iii. **Print a copy** of this screen for company records. The City of Edmonton is unable to provide receipts for on line payments.



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## PAYING FOR PERMITS USING THE PERMIT INQUIRIES SCREEN

A permit may be paid for within 48 hours of the application:

1. Click **"Permit Inquires"** link
2. Enter in the search information
3. Click **"List"**
4. The permit information will be shown with the payment option.
  - a. Click on box beside the permit for payment
  - b. Click **"Pay for Permits"**
  - c. Enter the credit card information
5. Click **"Submit"**
  - a. Another screen will ask you for your **password for using your credit card**. This password is set up between you/the company and the bank.
  - b. Once the payment is complete, a confirmation of payment screen will be created.
  - c. **Print a copy** of this screen for company records. The City of Edmonton is unable to provide receipts for on line payments.

## SUMMARY E - SCHEDULING INSPECTIONS

To schedule an inspection, the permit must be paid and ISSUED and you need to be identified as the contractor on the job

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## SUMMARY OF STEPS

1. Click **"Schedule Inspections"**
  - a. Enter in search criteria
2. List of inspections will be presented
  - b. View list and select **"appropriate inspection type"** (final, rough-in or service)
  - c. Fill in the following information:
    - iv. **Service Field:** This field will only show for an "ELECTRICAL SERVICE INSPECTION". If booking that type of inspection, select either Main or sub from drop down list
    - v. **Requested Date:** Click the "blue date icon" beside this field to select the preferred inspection date. If inspections are booked before 3 pm they can be booked for the next weekday (Monday through Friday – not including Statutory holidays) If submitted after 3 pm inspections can be booked for 2 weekdays later.

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- vi. **Contact Name or Access number:** Name of person the City will contact to get access to the inspection site or the Access number that can be used by inspector to gain access to the site
  - vii. **Contact Phone Number:** Phone number for that contact ( format 780xxxxxxx)
3. **Click “Submit”**
- a. The screen will either give you an error message or the phone number will change format to 780-XXX-XXXX indicating the request has been received by the system.
  - b. The inspection request information remains on the screen until the inspection has been completed.
  - c. Once the inspection has been completed, the inspection will disappear from the listing.
  - d. Inspection dates can only be changed up to the day before the inspection.

**NOTE:** If another inspection is required for a different address, click **“SEARCH”**. The search screen will appear, enabling entry of another address or job number.

## SUMMARY F – INSPECTION RESULTS

### SUMMARY OF STEPS

1. Click **“Inspection Results”**
2. Input either the EDM permit number or search for any inspections done on your jobs within a specific time period using the “Duration” option
3. Sort the list by clicking on any of the headers
4. **Deficiency:** A “Deficiency” link will appear if a deficiency or observation has been noted.
  - a. Click on this link to review the deficiency.
5. Print this page if you want a record of it.
  - a. **If it is a service inspection** – the EPCOR comments will be shown in the EPCOR comments column on the main screen.
6. Click Back button to return to previous screen.

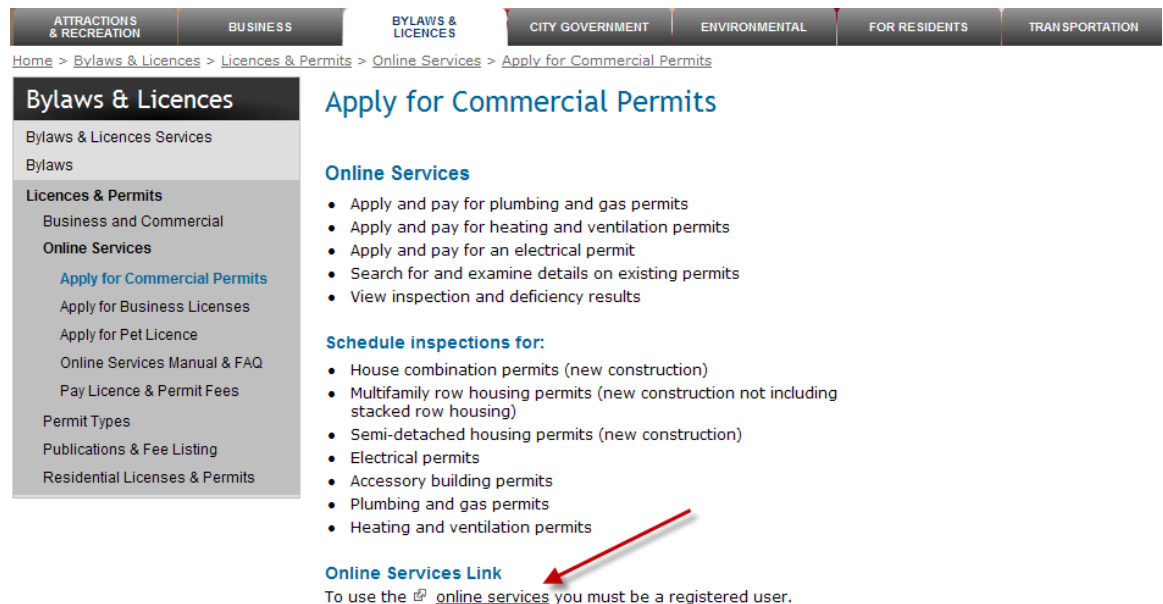
# ON LINE ELECTRICAL PERMIT MANUAL

## SECTION 3 – DETAILED SCREEN SHOTS FOR PROCESSES

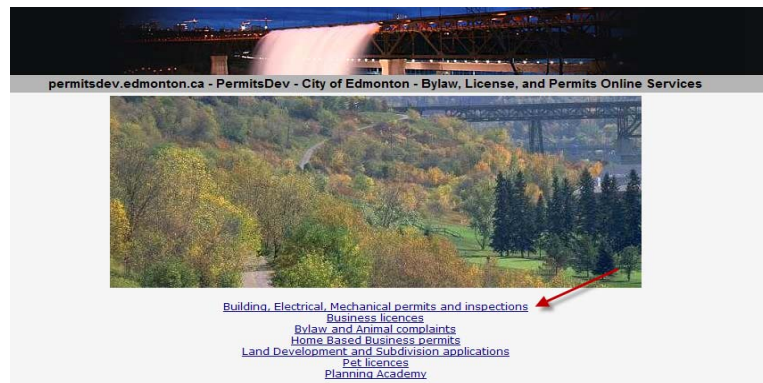
### PART A: ACCESSING THE ONLINE SYSTEM FOR THE 1ST TIME:

#### SUMMARY OF STEPS

1. Go to ON line Permit Site at City of Edmonton web site:
  - a. [www.edmonton.ca/onlinepermits](http://www.edmonton.ca/onlinepermits)
  - b. Sign on for the on line service page
  - c. Click “Online Services” to access the site
  - d. Click “Online Services Link”

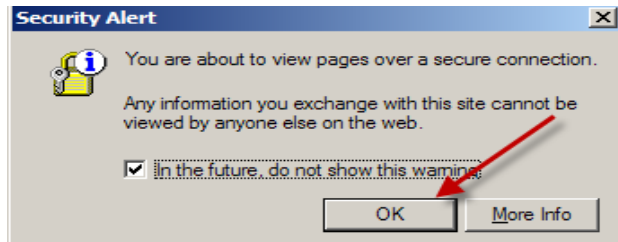


- e. Click “Building, Electrical, Mechanical permits and inspections”

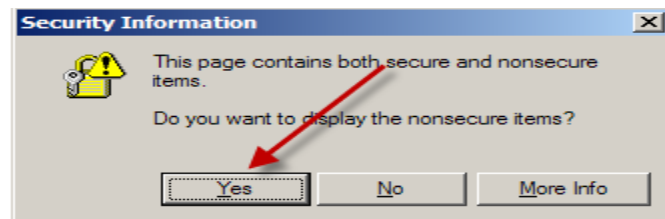


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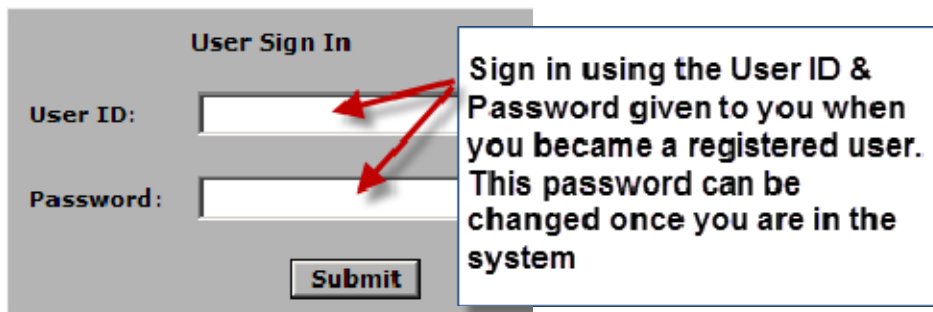
- f. A Security Alert will appear at the first login
- g. Click **"in the future, do not show this warning"**
- h. Click **"OK"**



- i. Click **"Yes"** to show both secure or non-secure items



- j. Sign in



**User Sign In**

User ID:

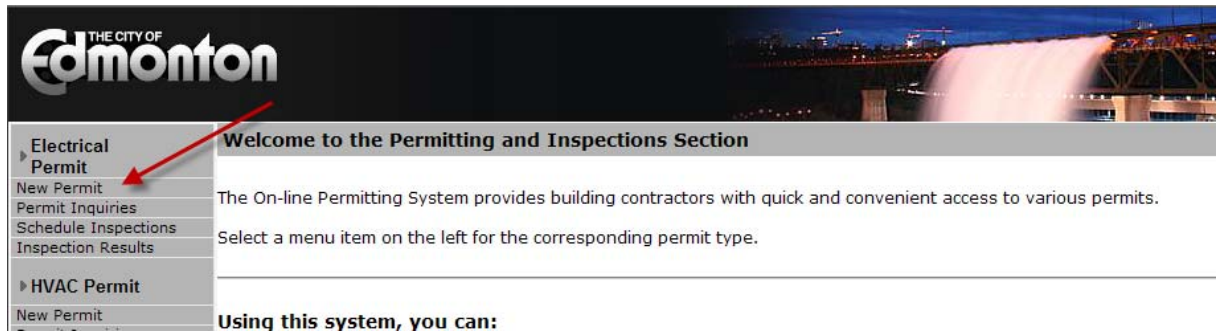
Password:

**Sign in using the User ID & Password given to you when you became a registered user. This password can be changed once you are in the system**

**YOU ARE NOW SIGNED INTO THE ONLINE SYSTEM:**

# ON LINE ELECTRICAL PERMIT MANUAL

Accessing the electrical online screens is done through a series of links found on the left hand side of the Welcome Screen under the “ELECTRICAL PERMIT” section : (New Permit, Permit Inquiries, Schedule Inspections, Inspection Results)



## PART B: APPLYING FOR A NEW PERMIT

Applying and Paying for a New Permit which has NOT been paid for as part of the building Permit

### \*\*\*\*\*IMPORTANT NOTE\*\*\*\*\*

Do not use this process if:

- The electrical permit is associated with the construction of a New House, Semi Detached or Row Housing job (see [Part D](#)) or
- If the electrical work was paid for and included in a COMMERCIAL FINAL Building permit (see [Part F](#))

## SUMMARY OF STEPS

1. Click “New Permit”



# ON LINE ELECTRICAL PERMIT MANUAL

## 2. Fill out New Permit

**Edmonton**

**APPLICATION FOR ELECTRICAL PERMIT**

DO NOT FILL OUT THIS FORM if applying for an electrical permit associated with the construction of a new single family home, or semi-detached or row house. INSTEAD, fill out your permit details using the PERMIT INQUIRIES link under the Electrical section.

Suite:  House:  **1**

Street/Avenue:  **2** Enter the full street name. (ie: 71 STREET NW)

Type of Work:  **3**  **4**

Permit For:  **5**

Electrical Work:  **6**

Your File Number:  **7**

Contact Name:  **8**

Contact Phone Number:  (Eg: 780XXXXXXX) **9**

Master Electrician Number: M-0030 **10**

Occupancy Type:  **11**

Building Type or Installation:  **12**

Supply Service Required:  **13**

Electrical Construction Value:  (Eg: 16000) **14**

Volts:  Amps:  Phase:  **15**

Service Connection and/or EPCOR Meter Required: ☐ Eg: Service Change, Main Panel Change Out, Sub Service, Meter Requires Re-seal **16**

Installation Description/Comments:  **17**

**Submit**

**IMPORTANT:** This phone number changes automatically to the format of 780-XXX-XXXX once the information is received by the City of Edmonton after you submit it

**If this is not your signing master electrician, please contact the City of Edmonton at 780-442-5054.**

**If Electrical Permit fees are included in a Commercial Building Permit, enter the permit number below.**

Permit Number:  (Eg: XXXXXXXX-XXX) **18**

**You must confirm your permit details before you submit.**

**Once submitted, the only way to make changes is to phone 780-442-5054.**

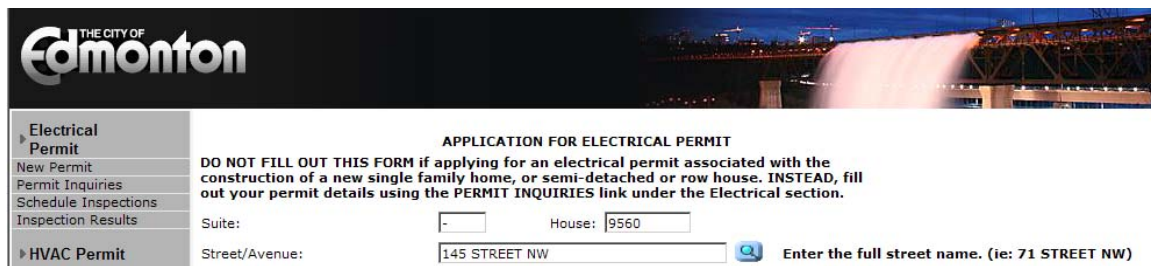
## FIELDS UNDER NEW PERMIT APPLICATION LINK:

### 1. Address

- These fields are used for both residential & commercial properties
- The address must be split between the Suite (if applicable), House and the street/Avenue fields.
- Example:**

Original	Address field
#150 – 12225- 105 ave NW	Suite: 150 House : 12225 Street/Avenue: 105 avenue NW (there must be a space between 105 & avenue)

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The screenshot shows the City of Edmonton's online permit application interface. On the left is a navigation menu with links for 'Electrical Permit', 'New Permit', 'Permit Inquiries', 'Schedule Inspections', 'Inspection Results', and 'HVAC Permit'. The main heading is 'APPLICATION FOR ELECTRICAL PERMIT'. Below this is a warning: 'DO NOT FILL OUT THIS FORM if applying for an electrical permit associated with the construction of a new single family home, or semi-detached or row house. INSTEAD, fill out your permit details using the PERMIT INQUIRIES link under the Electrical section.' The form includes input fields for 'Suite:' (with a dropdown arrow), 'House:' (containing '9560'), and 'Street/Avenue:' (containing '145 STREET NW'). A magnifying glass icon is next to the street field with the instruction 'Enter the full street name. (ie: 71 STREET NW)'. The top of the page features the City of Edmonton logo and a background image of a bridge at night.

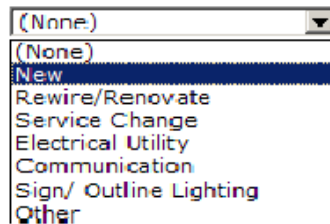
**NOTE\*\***If you are not sure what quadrant (i.e. NW) that the address is in, you can input the address and then click on the spy glass icon. It will either: a) bring back the complete address in the correct format (e.g. (NW, SW etc) or it will give you a list of possible matches for you to choose the correct address from.



## 2. Type of work

- a. Click on arrow and select appropriate option from drop down list to match the job
- b. Screen Example:

Type of Work:



The screenshot shows a dropdown menu for 'Type of Work'. The current selection is '(None)'. The dropdown list is open, showing the following options: '(None)', 'New', 'Rewire/Renovate', 'Service Change', 'Electrical Utility', 'Communication', 'Sign/ Outline Lighting', and 'Other'. A red arrow points to the dropdown arrow icon.

Click down arrow to get drop down list then...select option that matches your

- c. Guidelines for choosing some of the options:
  - i. If wiring is for a new structure being built, select **"New"**
  - ii. If renovations to an existing structure, choose **"Rewire/Renovate"** unless the service is also being changed. Then choose **"Service Change Option"**
  - iii. If changing the service, select **"Service change"**
  - iv. If doing both service change and wiring, choose **"Service Change"**
  - v. Choose **"Other"** only if the work doesn't fall into any of the previous groups

## 3. Permit For

- a. Click on arrow and select appropriate option from drop down list to match the job
- b. Guidelines:
  - i. If permit is for wiring a new or existing garage/shed/outside hot tub/gazebo, select **"Garage"** option
  - ii. **DO NOT USE** New Single Family Home, New Semi Detached Home or New Row House option if applying and paying for a permit.



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- iii. If applying for a permit associated with the construction of a NEW Residence, apply for the permit using the **“Permit Inquiries Link”**. These permits are already paid for as part of the building permit and the permits have already been created as shells.
- iv. Choose **“Other”** if no exact fit exists
- 4. Electrical Work
  - a. Click on arrow and select appropriate option from drop down list to match the job
    - i. **Underground Service Cable** should only be chosen if the underground service cable connection is being completed by the company to a NEW home. If moving an existing meter to another location, choose **“Wiring”** then select the **“Service Connection and/or EPCOR Meter Required”** option.
- 5. Company File Number
  - a. This is an optional field for the company job or file reference number.
  - b. This file number is not in the City of Edmonton POSSE job so it can NOT be used as a cross reference to the permit however, it is shown as a reference number in the on line system to help identify the job.
- 6. Contact Name:
  - a. Input the name of the person who is filling out the online permit information.
- 7. Contact Phone Number:
  - a. Input the phone number of the contact person we would call to discuss the permit application
  - b. Format: 780 XXXXXXX (all numbers together, including area code).
  - c. IMPORTANT: The permit information has been received by the City of Edmonton System after clicking **“Submit”** and changing the format of the phone number to 780-XXX-XXXX
- 8. Master Electrician Number:
  - a. The system automatically fills in the master number with the master identified on the customer record in the on line permit application. If that master current, please contact the City of Edmonton at 780- 442-5054 to update the master information.
- 9. Occupancy Type:
  - a. Click on arrow and select appropriate option from drop down list to match the job: residential, commercial, industrial or institutional
- 10. Building Type or Installation:
  - a. Click on arrow and select appropriate option from drop down list to match the job
- 11. Supply Service Required
  - a. Click on arrow and select appropriate option from drop down list to match the job



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## 12. Electrical Construction Value:

- a. Input electrical construction value in dollars. No cents, no commas etc
- b. Electrical construction value includes everything (labour, materials etc.) involved with the electrical portion of the construction

## 13. VOLTS/AMPS/PHASE:

- a. Using the drop down options, select the Volts/Amps/Phase required for the permit

## 14. Service Connection and/or EPCOR Meter Required:

- a. **Check this box** if you need a service connection by EPCOR (any time the meter is moved/disconnected)
- b. This box will always be checked for any NEW building construction even if a previous building had been demolished in the same location
- c. If there is a change in service a new service connection is required and this box must be checked off.
- d. **Do NOT check this box** for renovations to an existing structure where no change in service is required (e.g. adding a sub panel with no change in service).
- e. For an electrical permit associated with a **NEW** single family, semi detached or row house see [Part D](#) or [Summary B](#).

## 15. Installation Description/Comments

- a. Input a brief description of what the job includes. This description will be transferred to the permit

## 16. If Electrical Permit Fees are included in a Commercial Building Permit, enter the permit number below.

- a. This field is only completed for a commercial job that was paid for as part of the **“COMMERICAL FINAL BUILDING PERMIT”**
- b. Input the POSSE job number from the commercial final building permits
- c. **Do not use this field for any residential jobs.**

## 17. Submit Button:

- a. Review the information to ensure it is correct before submitting. Once a permit is submitted, changes may be completed by calling 780-442-5054. This may cause a delay in getting the permit properly issued.
- b. Once submitting, the permit shell will be created. The permit is not issues at this point. The permit will only be issued after it has been reviewed by a City of Edmonton Electrical Inspector.
- c. The system will display a summary of inputted information and will assign an EDM PERMIT NUMBER. (ex: EDM2011- 000025).
  - i. This number is not a POSSE job number but it is linked to a City of Edmonton POSSE job number for that permit

# ON LINE ELECTRICAL PERMIT MANUAL

## 18. Example of Confirmation Screen:

- a. Print this screen as required

**Edmonton** THE CITY OF

Do NOT use back button to correct mistakes

**Electrical Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**HVAC Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Plumbing and Gas Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Rowhousing Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Single Family House Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Accessory Building Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Account**

User Sign In  
Change Password  
On-Line Services  
Sign Out

**Thank you for submitting your permit application. The information we have received is displayed below:**

**Please print this page if you need a record of your permit.**

**IF YOU NEED TO CHANGE OR CORRECT** any of this information, please call 780-442-5054.

**Your Permit Fee is:** \$100.50

**EDM Permit Number:** EDM2011-006357

**Address:** 9560 - 145 STREET NW

**Electrical Work:** Wiring

**Type of Work:** New

**Permit for:** Home Renovation

**Your File Number:** reference 12456

**Contact Name:** joe smith

**Contact Phone Number:** 780-455-6555

**Master Electrician Number:** M-0030

**Occupancy Type:** Residential

**Building Type or Installation:** Single Family

**Supply Service Required:** Underground

**Electrical Construction Value:** \$1,600.00

**Volts:** 120 / 240 **Amps:** 100 **Phase:** 1 Phase 3 wire

**Service Connection and/or EPCOR Meter Required:** ☒

**Installation Description/Comments:**  
input a brief description of what electrical work you are doing

**Commercial Combo Permit No.:**

**List My Unpaid / Unissued Permits**

All permits must be paid for the same day they are submitted.  
If the Permit fee is \$0.00, payment is not required.  
Permits must be paid for and Issued before inspections can be scheduled.

This is an example of your " Confirmation Screen" you will see after you have submitted your permit.

**If you see a mistake** the ONLY way you can correct the mistake is by calling 780-442-5054.

**\*\*\*\*\*Using the back key and correcting the mistake will create a duplicate permit .**

**Your Permit Fee:** this field will tell you how much you owe for this permit

**EDM Permit Number :** All electrical permits are given 2 different type of job numbers for the same permit.  
the EDMXXXX XXXXX numbers is one of these numbers  
- the second file number is a POSSE job number (format is XXXXXXXX-XXXX)

Usually you can search for your permit using either of these job numbers if you have them

**List my Unpaid/Unissued Permits** - clicking on this link link will take you to a summary page of ALL of your permits that are either unpaid or they have been paid but have not be ISSUED yet.

## 19. If applying for more than one permit at a time

- b. Create all applications then pay for them at one time
  - a. Click **"New Permit"**, fill out the permit and submit
  - b. Repeat steps until all permits have been created
  - c. Complete payments for the permits or

OR

- d. Create and pay for each of the permits separately

# ON LINE ELECTRICAL PERMIT MANUAL

## PART C: PAYING FOR THE PERMIT USING THE PERMIT INQUIRIES SCREEN

### SUMMARY OF STEPS

1. Apply for the required permit or group of permits
2. On the **last permit**:
  - a. Click **"My Unpaid/Unissued"** permits link.
  - i. This screen will list any of your **"UNPAID"** or **"UNISSUED"** permits.

Pay?	EDM Permit Number	Electrical Work	Your File Number	Address	Status	Authorization Number	Fee Amount
<input checked="" type="checkbox"/>	EDM2011-008075	Wiring		96 STREET NW, 63 AVENUE NW	New		\$91.50
<input checked="" type="checkbox"/>	EDM2011-008077	Underground Service Cable		13410 - ST ALBERT TRAIL NW	New		\$435.27
<input checked="" type="checkbox"/>	EDM2011-008080	Underground Service Cable		9544 - 145 STREET NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008083	Underground Service Cable		5551 - 163 AVENUE NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008084	Wiring		5551 - 163 AVENUE NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008085	Underground Service Cable		5551 - 163 AVENUE NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008086	Wiring		5551 - 163 AVENUE NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008087	Underground Service Cable		10435 - 149 STREET NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008088	Wiring		10435 - 149 STREET NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008089	Underground Service Cable		10437 - 149 STREET NW	New		\$0.00
<input checked="" type="checkbox"/>	EDM2011-008090	Wiring		10437 - 149 STREET NW	New		\$0.00
<input type="checkbox"/>	EDM2011-008091	Wiring	4566	10435 - 149 STREET NW	New		\$98.50

**Pay for Permits**

\*\*\*\*ONLY PAY FOR A PERMIT IF THERE IS A FEE AMOUNT OWING.  
If fee amount is \$0.00 but Status is "NEW":  
You need to click on the "Details" button to fill out the permit information before the permit can be "Issued".

- b. Select the permits for payment by clicking on the box beside that permit under the **"PAY?"** Column
- c. Click **"Pay for Permits"**
- d. The e-commerce site will group all of the permit fees selected for payment into a single payment
- e. Click **"Ok"** for viewing the pages over a secure site
- f. Enter the credit card information

**eCommerce Payment**

**Credit Card Payment Detail**

**VISA** **MasterCard** **Discover**

Please note, all fields are mandatory.

[Concerned about security?](#)  
[Browser Compatibility with Internet Certificate Services](#)

Account Number: 0001116349644890  
Amount: \$435.27 (Can)  
Name on Card:   
Email Address:  \* Required for email receipt  
Credit Card Type:  VISA  
Credit Card Number:  \* Do not include spaces when entering Credit Card Number.  
Expiration Date: (mm/yy) 01 / 11  
  
Only click ONCE to avoid duplicate charges

# ON LINE ELECTRICAL PERMIT MANUAL

- g. Click **"Submit"**
  - i. Another screen will ask for the **password for using your credit card**. This password is set up between you/the company and the bank.
  - ii. Once the payment is complete, a confirmation of payment screen will be created.
  - iii. **Print a copy** of this screen for company records. The City of Edmonton is unable to provide receipts for on line payments.

---

## PAYING FOR PERMITS USING THE PERMIT INQUIRIES SCREEN

If for some reason you did **NOT pay for your permits when you first applied for them**, you can still pay for them within 48 hours by:

1. Click **"Permit inquiries"** link

1

2

3

2. Enter in the search information
3. Click **"List"**

# ON LINE ELECTRICAL PERMIT MANUAL

4. The permit information will be shown with the payment option.
  - a. Click on box beside the permit for payment
  - b. Click **"Pay for Permits"**

The screenshot shows the City of Edmonton's online permit system. On the left is a navigation menu with options: Electrical Permit, New Permit, Permit Inquiries, Schedule Inspections, Inspection Results, and HVAC Permit. The main content area displays a table with permit details. The table has columns: Pay?, EDM Permit Number, Electrical Work, Your File Number, Address, Status, Authorization Number, and Fee Amount. The first row shows: Pay? (with a checked box), EDM2011-008091, Wiring, 4566, 10435 - 149 STREET NW, New, and \$98.50. Below the table, there is a link 'Pay for Permits' and a warning: '\*\*\*\*\*ONLY PAY FOR A PERMIT IF THERE IS A FEE AMOUNT OWING. If fee amount is \$0.00 but Status is "NEW": You need to click on the "Details" button to fill out the permit information before the permit can be "Issued".'

Pay?	EDM Permit Number	Electrical Work	Your File Number	Address	Status	Authorization Number	Fee Amount
<input checked="" type="checkbox"/>	EDM2011-008091	Wiring	4566	10435 - 149 STREET NW	New		\$98.50

[Pay for Permits](#)

\*\*\*\*\*ONLY PAY FOR A PERMIT IF THERE IS A FEE AMOUNT OWING.  
If fee amount is \$0.00 but Status is "NEW":  
You need to click on the "Details" button to fill out the permit information before the permit can be "Issued".

- c. Enter in your credit card information
5. Click **"Submit"**
  - a. Another screen will ask you for your **password for using your credit card**. This password is set up between you/the company and the bank.
  - b. Once the payment is complete, a confirmation of payment screen will be created.
  - c. **Print a copy** of this screen for company records. The City of Edmonton is unable to provide receipts for on line payments.

## PART D: APPLYING FOR AN ELECTRICAL PERMIT ASSOCIATED WITH CONSTRUCTION OF A NEW SINGLE FAMILY, SEMI DETACHED OR ROW HOUSING CONSTRUCTION PERMIT

The construction of a new single family, semi detached or row housing permit involves the general contractor applying and paying for all of the permits (development, building, electrical, plumbing, gas, HVAC, etc.) associated with this type of construction. Because of this, Electrical contractors must apply for the permit but they will not be assessed a fee.

The electrical permit job shells are automatically created when the development or building permit is "ISSUED" on these jobs, however, the details about the electrical permits are not filled in. **The contractor must fill these details in before the electrical permit can be issued.**

To apply for this type of permit:

# ON LINE ELECTRICAL PERMIT MANUAL

## SUMMARY OF STEPS

1. Click **"Permit Inquiries"** link

**Welcome to the Permitting and Inspections Section**

The On-line Permitting System provides building contractors with quick and convenient access to various permits.

Select a menu item on the left for the corresponding permit type.

Using this system, you can:

2. Enter in full address (requires full street name & quadrant for search) of new single family home/semi detached or row housing job
  - d. **If the electrical permit shell has been created**, it will show in this listing ( electrical shell is created when Development Permit is issued on a New Single Family Home job & when the building Permit is ISSUED on a semidetached and row housing job)
  - e. Status of job should be "NEW" and Fee amount \$0.00
3. Click **"Detail"** link beside the permit

Pay?	EDM Permit Number	Electrical Work	Your File Number:	Address	Status	Authorization Number	Fee Amount
<a href="#">Detail</a>	EDM2011-008032	Wiring	123456	9560 - 145 STREET NW	Issued		\$0.00
<a href="#">Detail</a>	EDM2011-008043	Wiring	123456	9560 - 145 STREET NW	Issued		\$0.00
<a href="#">Detail</a>	EDM2011-008068	Wiring	9999	9560 - 145 STREET NW	New		\$106.50
<a href="#">Detail</a>	EDM2011-008078	Wiring	12345	9560 - 145 STREET NW	Issued		\$0.00
<a href="#">Detail</a>	EDM2011-008079	Wiring	12345	9560 - 145 STREET NW	Issued		\$0.00
<a href="#">Detail</a>	EDM2011-008092	Wiring	12345	9560 - 145 STREET NW	New		\$91.50
<a href="#">Detail</a>	EDM2011-008105	Underground Service Cable	4565	9560 - 145 STREET NW	New		\$0.00

**Pay for Permits**  
[Pay for Permits \(ASPX Testing\)](#)

**\*\*\*\*\*ONLY PAY FOR A PERMIT IF THERE IS A FEE AMOUNT OWING.**

**FOR RESIDENTIAL JOBS:**  
If fee amount is \$0.00 but Status is "NEW":

**If Fee Amount is \$0.00 but Status is "NEW"**  
You need to click on the **"Details"** button to fill out the permit information before the permit can be reviewed by the Electrical Permitting group and then issued.

4. Enter in Permit details



# ON LINE ELECTRICAL PERMIT MANUAL

## 5. Review details and click “Submit”

**Electrical Permit Notes**

Attn: New Single Family Homes, Semi-Detached and Row Housing Contractors. Use THIS SCREEN to submit your permit information to the City of Edmonton so it can be reviewed and issued.

This screen is also used to show the details of permits that have already been submitted or issued, but these details can NOT be changed unless you contact 780-442-5054

**Your Permit Fee is:** \$0.00

EDM Permit Number: EDM2011-008105

Address: 9560 - 145 STREET NW

Type of Work: New

Permit For: New Semi-Detached Home

Electrical Work: Underground Service Cable

Your File Number: 4565

Contact Name: Julu

Contact Phone Number: 780-455-6555 (Eg: 780XXXXXX)

Master Electrician Number: M-0030

Occupancy Type: Residential

Building Type or Installation: Single Family

Supply Service Required: Underground

Electrical Construction Value: \$0.00 (eg. 1600)

Volts: 120 / 240 Amps: 100 Phase: 1 Phase 3 wire

Service Connection and/or EPCOR Meter Required: ☒ Eg: Service Change, Main Panel Change Out, Sub Service, Meter Requires Re-seal

Installation Description/Comments (Required) Max 200 Characters:

Filling out details from house combo job

Call 780-442-5054 if you are having problems.

You must confirm your permit details before you submit.

Once submitted, the only way to make changes is to phone 780-442-5054.

**Submit**

- Permit Fee:** \$0.00 (permit fees have been paid as part of the building permit)
- Type of Work:** Click on arrow & select “New”
- Permit For:** New Single Family House or New Semi Detached or New Row House
- Electrical Work:** This is already filled in from when the permit shell was first created
- Company File Number:** Input the job reference number
- Contact Name and Contact Phone Number:** Name and phone number of individual who is filling out the online permit information.
- When permit is submitted, the format for the phone number will change to 780-XXX-XXXX. This confirms that your information has been received by the City of Edmonton.
- Master Electrician:** This field is automatically filled in with the master number identified on the customer record. If a different master number is required, please contact the City of Edmonton to update this record.
- Occupancy Type:** Select “Residential from drop down list”
- Building Type or Installation:** Select either “Single family” or “Multi family” from drop down list

# ON LINE ELECTRICAL PERMIT MANUAL

11. **Supply Service Required:** Choose either “Underground” or “Overhead” depending on how the electrical service is being provided to the structure.
12. **Electrical Construction Value:** Input total value of labour & materials for the electrical permit.
13. **Volts/Amps/Phase:** Select appropriate values from drop down list
14. **Service Connection and/or EPCOR Meter Required:**
  - a. If it is the wiring permit associated with the new house – click this box.
  - b. If it is the underground wiring permit – Usually this box is not clicked however, this box **MUST** be clicked if for any reason the meter is being disconnected, moved, touched etc.
15. **Installation Description/Comments:** Provide a brief description of what the work is that you are doing. This description will be transferred to the permit
16. **Submit:** The phone number will change format from 780XXXXXXX to 780-XXX-XXXX. This change in format indicates your information has been sent & received by the City of Edmonton system.
17. The permit is now reviewed by the City of Edmonton Inspections group.
  - c. This process will normally take up to **2 days**.
  - d. The “ISSUED” permit will be emailed to the contact if an email address has been listed on the account.

## PART E: COMMERCIAL COMBO ELECTRICAL PERMIT

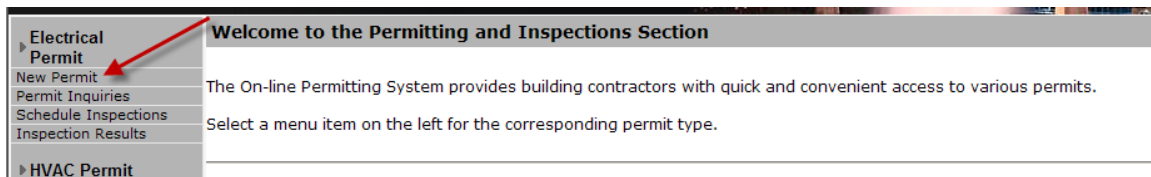
This permit has been paid for as part of the Commercial Final Building Permit

The commercial final building permit job number is requires to complete this process

Format for building permit number: XXXXXXXXXXX-XXX – e.g. 123456-001

### SUMMARY OF STEPS

1. Click “ **New Permit**” link



2. Enter in Permit details:
  - a. Enter in **Address** where job is being done



# ON LINE ELECTRICAL PERMIT MANUAL

- i. Identify the unit or suite number on these jobs whenever applicable.
- ii. Address is split between the 3 fields: Suite - House & Street/Avenue
- iii. System will require the full address (NW, SW etc). A look-up icon is available
- b. **Type of Work:** Select appropriate option from drop down box. If a Service change is involved, select “ Service Change”.
- c. **Permit For:** Commercial
- d. **Electrical Work:** Select either wiring or underground from drop down
- e. **Company file reference:** Input the reference file or name for the project
- f. **Contact Name and Contact phone number:** Include the name of the individual who is filling out the online permit application.
- g. **Master Electrician Number:** The master electrician number is automatically filled in from the Master information identified on the customer account. If a different Master doing the work, please contact the City of Edmonton to update this record.
- h. **Occupancy Type:** Pick Commercial, Industrial or Institutional from drop down list
- i. **Building Type or Installation:** Choose appropriate option. If none match, choose Other
- j. **Supply Service Required:** Choose appropriate option from drop down list
- k. **Electrical construction value:** Input the total dollar amount including manpower and supplies for this project. ( You will not be charged a fee however, this information should be supplied)
- l. **Volts/Amps/Phase:** Choose the appropriate information from the drop down lists in each field
- m. **Service Connection and/or EPCOR Meter Required:** Select this box if the meter is being moved or disconnected and reconnected
- n. **Installation Description:** Input a brief description of the job. This description will be transferred to the permit
- o. If Electrical Permit Fees are included in a Commercial Building Permit, enter the permit number below.
  - i. This field must be completed otherwise a fee will be assessed
  - ii. Format: XXXXXXXXXX-XXX (eg. 123456-001)

# ON LINE ELECTRICAL PERMIT MANUAL

**THE CITY OF Edmonton**

**Combo Electric Permit Example ONLY**

**Electrical Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**HVAC Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Plumbing and Gas Permit**

New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Rowhousing Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Single Family House Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Accessory Building Permit**

Permit Inquiries  
Schedule Inspections  
Inspection Results

**Account**

User Sign In  
Change Password  
On-Line Services  
Sign Out

**APPLICATION FOR ELECTRICAL PERMIT**

DO NOT FILL OUT THIS FORM if applying for an electrical permit associated with the construction of a new single family home, or semi-detached or row house. INSTEAD, fill out your permit details using the PERMIT INQUIRIES link under the Electrical section.

Suite:  House:

Street/Avenue:  Enter part of the street (ie: 71 ST).

Type of Work:

Permit For:

Electrical Work:

Your File Number:

Master Electrician Number:  (Eg: M-XXXX or CME-XXXX)

Occupancy Type:

Building Type or Installation:

Supply Service Required:

Electrical Construction Value:  (Eg: 16000)

Volts:  Amps:  Phase:

Service Connection and/or EPCOR Meter Required: ☒ Eg: Service Change, Main Panel Change Out, Sub Service, Meter Required

Installation Description/Comments: **Required: Max 200 Characters**

If Electrical Permit fees are included in a Commercial Building Permit, enter the permit number below.

Permit Number:  (Eg: XXXXXXXXX-XXX)

You must confirm your permit details before you submit.

Once submitted, the only way to make changes is to phone 780-442-5054.

**Submit** **After permit details have been entered - Click on Submit button**

**You MUST fill out this field with the Commercial Final Building Permit number otherwise you will have permit fees attached to this job.**

3. **Review permit details:.** Once a permit is submitted, changes may be completed by calling 780-442-5054.
4. Click **" Submit"**
5. Confirmation screen will be returned.
  - a. Permit Fee: should be \$0.00
  - b. Electrical Permit Number has been assigned: EDM2011-XXXXXX. This number can be used as a cross reference
6. Print this confirmation screen for company records
7. The City of Edmonton's electrical inspectors will need to review the permit & ISSUE it before any inspections can be booked.

# ON LINE ELECTRICAL PERMIT MANUAL

8. To check the permit status at a later date: Click **“Permit Inquiries”** and enter the search information.

## PART F: CHECKING THE STATUS OF YOUR PERMITS/ ACCESS TO PAYMENT OPTION

### SUMMARY OF STEPS

1. Click **“Permit Inquiries”** link

# ON LINE ELECTRICAL PERMIT MANUAL

## 2. Enter in Search criteria

- a. Search can be done for a:
  - i. Specific electrical permit number (eg – EDM2011-XXXX)
  - ii. Specific City of Edmonton electrical Permit job # (format xxxxxxxxx-xxx)
  - iii. Specific address
  - iv. For all permits Issued within a specific time frame
  - v. By status of the permit
  - vi. Reference number

## 3. Review list to either:

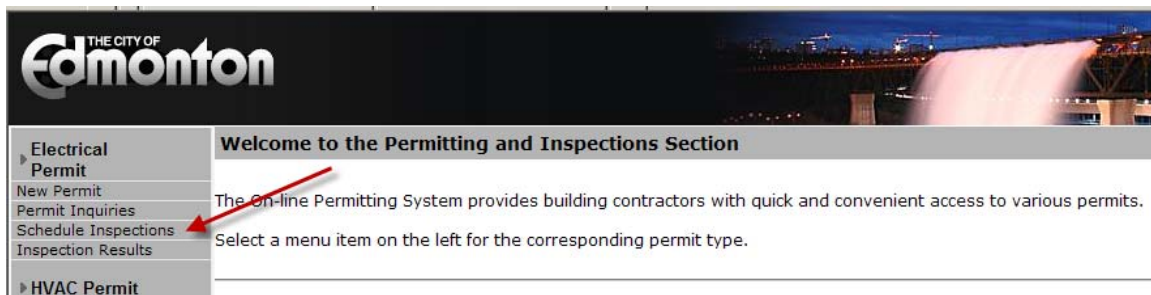
- a. Fill in permit details if permit is for new construction of a house combo, semi detached or row housing construction
- b. Select permits that still need to be paid

## PART G – SCHEDULING INSPECTIONS

**\*\*\*\*Inspections can only be booked if the permit has been “ISSUED” and “PAID FOR”**

### SUMMARY OF STEPS

#### 1. Click “Schedule Inspection”



#### 2. Input Search criteria: EDM Permit Number

- a. If the EDM number is not available, use the “**PERMIT INQUIRY**” link to do an address search and copy the EDM number

#### 3. Click “LIST”

# ON LINE ELECTRICAL PERMIT MANUAL

**THE CITY OF Edmonton**

**Electrical Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**ELECTRICAL PERMIT - INSPECTIONS SCHEDULING**  
Inspections can only be scheduled if the permit has been ISSUED and PAID FOR and you are identified as the contractor on that permit.  
There are no Weekend or Statutory Holiday inspections.  
**3 PM Cutoff**  
Inspection requests received before 3 pm will be scheduled for the next working day. After 3 pm, it will be scheduled for the second working day.

**HVAC Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Single Family House Permit**  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Plumbing and**

**Call 780-442-5054 if you are having problems.**

**To view Scheduled and Unscheduled inspections on an ISSUED permit, enter in one of the search criteria and click on "List".**

EDM Permit Number:  ie: EDM2011-015711

**List**

1. Find the **"TYPE"** of inspection you wish to book – e.g. Rough in, Service or Final.
2. Only a service inspection will have a box to fill out under Service column. Select either Main or sub
3. Click on " Blue Calendar icon" beside that inspection & select date you wish the inspection
4. Fill out Contact Name/Access Code - Contact name should be the person who the inspector would phone to get access to the site. Access Code can be entered in this box if Access lock is on the site.
5. Fill out the phone number the inspector can use to phone the contact.
6. Click **"Submit"**
  - a. The phone number format will change to XXX-XXX-XXXX when the City of Edmonton System has received the request.
  - b. The Inspection request will stay on the screen until the date of the inspection. It can be changed up until the day before the inspection without penalty.



# ON LINE ELECTRICAL PERMIT MANUAL

**Edmonton**

**Electrical Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**HVAC Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Plumbing and Gas Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Rowhousing Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Single Family House Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Accessory Building Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**Account**  
User Sign In  
Change Password  
On-Line Services  
Sign Out

**Online Booking Instructions:**  
Step 1 - fill out inspections you wish to request.  
Step 2 - click on Submit  
Step 3 - inspections remain on the list until the inspection is done and can be changed up until the day before the inspection.

**NOTE: Re-inspection fees will be charged if the inspector can not get access to the site.**

**IMPORTANT:**  
The Service field is only available to be filled in if you are booking an "Electrical Service Inspection".  
If before 3 p.m. - you can request for the next working day. If after 3 p.m. - it will be on the 2nd working day.  
Inspections are not done on weekends or statutory holidays. Changes to inspection requests can be made up until the day before the inspection.  
Clicking on icon to the right will bring up calendar.

**Service Field:**  
The Service field is only available to be filled in if you are booking an "Electrical Service Inspection".  
If before 3 p.m. - you can request for the next working day. If after 3 p.m. - it will be on the 2nd working day.  
Inspections are not done on weekends or statutory holidays. Changes to inspection requests can be made up until the day before the inspection.  
Clicking on icon to the right will bring up calendar.

**Requested Date:**  
Clicking on icon to the right will bring up calendar.

**Contact Name/Access Code:**  
(Mandatory Field) Fill out with the name of the person that the inspector would contact for access to the job site, or the access code the inspector would use to access the building.

**Contact Phone Number:**  
(Mandatory Field) number for the person identified in Contact Name field. (type in number - no spaces required) ex: 7805555555

**Call 780-442-5054 if you are having problems.**

EDM Permit Number	Address	Inspection Type	Service	Requested Date	Contact Name/Access Code	Contact Phone Number
<a href="#">Detail</a> EDM2011-008465	9560 - 145 STREET NW	Final Inspection		<a href="#">Calendar</a> 14-Dec-2011 <a href="#">Calendar</a>	<a href="#">Calendar</a> Julu 12345	<a href="#">Calendar</a> 780-455-6655
<a href="#">Detail</a> EDM2011-008465	9560 - 145 STREET NW	Rough-in Inspection				

**Submit** **Search**

**You can tell this inspection has already been submitted to the City because the telephone number is in the format xxx-xxx-xxxx rather than xxxxxxxxxx (the format used to initially submit the request)**

## PART H – INSPECTION RESULTS

You can view your inspection results on line (usually the day after the inspection has been completed).

### SUMMARY OF STEPS

#### 1. Click "Inspection Results"

**Edmonton**

**Welcome to the Permitting and Inspections Section**

The On-line Permitting System provides building contractors with quick and convenient access to various permits.

Select a menu item on the left for the corresponding permit type.

**Using this system, you can:**

**Electrical Permit**  
New Permit  
Permit Inquiries  
Schedule Inspections  
Inspection Results

**HVAC Permit**  
New Permit  
Permit Inquiries

#### 2. A summary line is provided about the inspection

- If the outcome is: "Deficiency" a re-inspection required. More information about the deficiency can be seen by clicking on the "Deficiency" link beside that inspection
- If a Service meter inspection is involved, EPCOR comments will be provided in the EPCOR Comments column.

# ON LINE ELECTRICAL PERMIT MANUAL

The screenshot shows the Edmonton EPCOR online permit system interface. A sidebar on the left lists menu items: Electrical Permit, HVAC Permit, Plumbing and Gas Permit, Rowhousing Permit, Single Family House Permit, Accessory Building Permit, and Account. The main content area displays a table with columns: EDH Permit Number, Address, Inspection Type, Date Completed, Outcome, and EPCOR Comments. A table row shows permit EDM2011-008052 at 9560 - 145 STREET NW, with a Final Inspection completed on 15-Aug-2011, resulting in 'Deficiencies - Re-inspection Required'. Callouts explain: 'Detail' and 'Deficiency' links lead to permit information; 'Outcome' links to 'Deficiencies - Re-inspection Required' provide additional deficiency information; and 'EPCOR Comments' contain service meter comments.

## PART I – LOGGING OUT, CHANGING PASSWORD

Under the “Account” section are links to sign in, change the password, access other on line service links, sign out.

The screenshot shows the 'Welcome to the Permitting and Inspections Section' page. The left sidebar lists menu items for various permit types and the 'Account' section. The main content area includes a welcome message, a list of services available, and instructions for users. A callout box titled 'Links Under "Account" Section' lists four items: 1) User Sign In, 2) Change Password, 3) On Line Services, and 4) Sign out.

**Welcome to the Permitting and Inspections Section**

The On-line Permitting System provides building contractors with quick and convenient access to various services. Select a menu item on the left for the corresponding permit type.

**Using this system, you can:**

- Schedule inspections for electrical permits, rowhousing permits, single family house permits, accessory building permits, and gas permits.
- Apply and pay for electrical permits, plumbing and gas permits, and heating and ventilation permits.
- Search and examine details on existing permits.
- View inspection and deficiency results on completed inspections.

You have access to only your company's permits. If your company is the designated sub-contractor for a permit, you will need to turn off your Internet Browser pop-up blocker.

For additional information click here for [User Manual and Frequently Asked Questions](#) or, if you are applying for a permit, [All requirements established by the Alberta Safety Codes Act, Alberta Building Codes and Edmonton Building Bylaws](#).

If you have any questions on the collection and use of this information, please contact City of Edmonton.

If you wish to provide feedback on the Online Permitting System, send your comments to the e-mail address [feedback@edmonton.ca](#).

**Links Under "Account" Section**

- 1) User Sign In** - takes you to the online sign in screen (can be used if you have more than one online account & you want to switch between them)
- 2) Change Password** - link to screen where you can change your password
- 3) On Line Services** - takes you to the main on line services screen where the links for OTHER online services can be accessed
- 4) Sign out** - clicking on this link will sign you out of the system