

# **City of Edmonton Internet Online Permitting User Manual**

## **Applying and Paying for Permits, Monitoring Permit Status, and Requesting Inspections**

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## 1. Accessing the web site.

- Open either Microsoft Internet Explorer or Netscape Navigator. (*For best results use Microsoft Internet Explorer.*)
- In the Address, type <http://permits.gov.edmonton.ab.ca> and click Go.

## 2. Logging on and off your account.

- To sign in, type your user id and password on the User Sign In screen. Click Submit to login. If you have successfully logged in, Welcome to Internet Online Permitting Pilot will appear. (*Example is shown on page 2.*) Otherwise an error message is supplied, asking you to try again.
- To sign out, click User Sign Out. (*Refer to the three Account tabs on the left side of the screen. Example is shown on page 3.*) End the Internet session (that is, clear the browser cache) to ensure that other users of your workstation will not accidentally see permit information when using the back tab.

### User Sign In Screen

Conditions of use and Privacy Statement.'" data-bbox="164 502 553 814"/>

The page which you are trying to access requires a User Sign-In:

**USER SIGN IN**

User ID:

Password:

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## Welcome to the Internet Online Permitting System

The Online Permitting System provides building contractors with quick and convenient access to building permits.

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### Using this system, you can:

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

You have access only to your company's permits. If your company is the designated sub-contractor for a house combination permit, you have access to that permit's inspection information.

We are continuing to add more features to the Online Permitting System. Examples of future enhancements include the ability to apply for electrical permits and the ability to request inspections for other types of building permits.

For information on how to use the Online Permitting System, click the below link.

Please read the [User Manual and Frequently Asked Questions](#).

All requirements established by the Alberta Safety Codes Act, Alberta Building Codes and Edmonton Building Permit Bylaw apply.

Please read [Important Information for Applicant](#).

The personal information on the form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act, Section 642 of the Municipal Government Act and/or Section 39 of the Safety Codes Act. The information will be used to process your application(s) and your name and address may be included on reports that are available to the public. If you have any questions on the collection and use of this information, please contact a Technical Advisor at (780) 496-3100. If you wish to provide feedback on the Online Permitting System, send your comments to the e-mail address [PDCallCentre@edmonton.ca](mailto:PDCallCentre@edmonton.ca).

## Online Permits Account Tabs

Online Permits

House Combo

PERMITS

New Permit

Permit Inquiries

Inspection Details

ACCOUNT

User Sign In

Change Password

User Sign Out

### 3. Applying for a permit.

- Select from the drop-down list under Online Permits. (*Refer to the left side of screen. An example follows.*) Select either HVAC or Plumbing and Gas. At this time, you can not apply for a house combination permit, multiple family row housing building permit and accessory building permit because building plans must be submitted as part of the application process.



- Click on New Permit. (*Refer to the left side of screen. Refer to example on page 3*))
- The following must be provided in order to submit a permit. The more information you specify the better. (*Refer to the examples on pages 6, 7 and 8.*)
- Enter a valid address (for example: House: 11020, Suite: 1410, Street: Jasper Avenue).
  - If you key a partial address, the system will display a list of alternatives.
  - Select the address of the correct quadrant from the alternative list.
- Select a type from the Permit Type drop-down list (Commercial or Residential).
- Select a type from the Type of Work drop-down list (Addition, Alteration, New, or Replacement).
- Select from the Permit For drop-down list.
  - The heating and ventilation drop-down list includes the following options: Boiler, Combo HVAC Installation, Furnace, Heat Exchanger, HVAC Alteration, Kitchen AFE System, Kitchen Exhaust, Kitchen Exhaust Make-up Unit, Make-up Air Units, Refrigeration System, Spray Booth Exhaust/Make-up Air Unit Spray Booth Exhaust System.
  - The plumbing and gas drop-down list includes the following options: Boiler, Boiler Replacement, Combo Mechanical Installation, Gas, Gas & Plumbing, Gas retest, Hydronic Heating, Plumbing, Private Sewage Disposal, Propane, Sewer & Water, Sprinkler.
- Specify the appropriate Service Installation Description fields.
- If the Permit Type and Permit For are Commercial and (Combo HVAC Installation or Combo Mechanical Installation), specify the Commercial Combo Permit No. Key the building contractor's 12 character commercial permit number, including the dash and the suffix (for example: 13402712-001).
- Click Submit to send the permit application to the City.

- If successful, a confirmation screen will appear showing the permit details that you entered and the permit fee. (*Refer to the example shown on page 9*). Click Print for a hard copy. For all permits except those that specify a Commercial Combo Permit No, the permit status is New and is not Issued. Once you pay for the permit, the status is Issued. If the permit fee is paid by the builder, that is, the Permit Type is Commercial, the Permit For is Combo HVAC Installation or Combo Mechanical and the Commercial Combo Permit No is specified, the permit status is Issued. To check the permit status, use Permit Inquiries. (*Refer to the process documented on page 10.*)
- Before you can schedule an inspection, the permit must have an Issued status. To change the project status to Issued, you must pay the fee. If you wish to pay at the time you completed the permit application, click List My Unpaid Permits at the bottom of the confirmation screen. (*Refer to the process documented on page 12*).
- Mechanical and heating and ventilation contractors do not need to apply for a separate mechanical or a separate heating and ventilation permit for a building contractor's house combination permit.
- Mechanical and heating and ventilation contractors do need to raise a separate application for each suite within a commercial complex and within a multiple family row-housing complex. There is no need to re-key all of the information for every suite. The recommended procedure is as follows:
  - Provide all needed information for one suite.
  - Submit the application.
  - Select the back button to retrieve the application panel used for that first suite.
  - Change the suite number.
  - Submit the application.
  - Repeat the sequence for the remaining suites in the complex; select the back button, key the suite number and submit the application.

## HVAC Permit Application Screen

**APPLICATION FOR HVAC PERMIT**

**Address (you only need to enter part of the street name):**

House:

Suite:

Street:

Permit Type:

Type of Work:

Permit For:

My Project Ref:

Project Name:

Job Site Contact:

Job Site Phone Number:

**SERVICE INSTALLATION DESCRIPTION**

Number of Appliances:

A/E: ☐ Forced Air: ☐ Hydronic: ☐ Refrigeration: ☐ Sheet Metal: ☐

Construction Value:

Commercial Combo Permit No.:

Owner/Occupant:

Owner/Occupant Phone Number:

Installation Description/Comments:

## Plumbing and Gas Permit Application Screen

**APPLICATION FOR PLUMBING AND GAS PERMIT**

**Address (you only need to enter part of the street name):**

House:

Suite:

Street:

Permit Type:

Type of Work:

Permit For:

My Project Ref:

Project Name:

Job Site Contact:

Job Site Phone Number:

**SERVICE INSTALLATION DESCRIPTION**

Construction Value:

Commercial Combo Permit No.:

Owner/Occupant:

Owner/Occupant Phone Number:

Installation Description/Comments:



## Plumbing and Gas Permit Application Screen - continued

PLUMBING SERVICE	NO.	SIZE (inches)	GAS SERVICE	NO.	B.T.U.H.
Back Water Valve:	<input type="text"/>	<input type="text"/>	Appliances:	<input type="text"/>	<input type="text"/>
C.C.C. Device:	<input type="text"/>	<input type="text"/>	Gas Line:	<input type="text"/>	<input type="text"/>
Man Hole Catch Basin:	<input type="text"/>	<input type="text"/>	Gas Outlets:	<input type="text"/>	<input type="text"/>
Mobile Connection:	<input type="text"/>	<input type="text"/>	Propane:	<input type="text"/>	<input type="text"/>
Plumbing Fixtures:	<input type="text"/>	<input type="text"/>	Relocate Meter:	<input type="text"/>	<input type="text"/>
Sanitary Service:	<input type="text"/>	<input type="text"/>	Temporary Gas:	<input type="text"/>	<input type="text"/>
Sprinkler System:	<input type="text"/>	<input type="text"/>			
Storm Sewer:	<input type="text"/>	<input type="text"/>			
Water Service:	<input type="text"/>	<input type="text"/>			

### PRIVATE SEWAGE DISPOSAL SYSTEM

Applicant Ticket No.:	<input type="text"/>	Number of Bedrooms:	<input type="text"/>
Building Description:	<input type="text"/>	Percolation Minutes/Inch:	<input type="text"/>
Tank:	<input type="text" value="(none)"/>	Expected Sewage Flow:	<input type="text"/>
Septic Tank Size (gal):	<input type="text"/>	Gallons Per Day:	<input type="text"/>
Septic Tank Discharge:	<input type="text" value="(none)"/>	Total Feet Weeping Laterals:	<input type="text"/>
Private Holding Tank Only: <input type="checkbox"/>		Method of Distribution:	<input type="text" value="(none)"/>
Private Sewage (Other):	<input type="text"/>	Inch Diameter Pipe:	<input type="text"/>

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## Confirmation Screen

**Confirmation**

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

<b>Your Permit Fee is:</b>	\$50.00
Permit Number:	017672524-001
Address:	2448 - 89 STREET NW
Permit Type:	Residential
Type of Work:	Replacement
Permit For:	Furnace
My Project Ref:	
Project Name:	
Job Site Contact:	
Job Site Phone Number:	

**SERVICE INSTALLATION DESCRIPTION**

Number of Appliances: 1

AFE: ☐ Forced Air: ☒ Hydronic: ☐ Refrigeration: ☐ Sheet Metal: ☐

Construction Value:

Commercial Combo Permit No.:

Owner/Occupant:

Owner/Occupant Phone Number:

Installation Description/Comments:

[List My Unpaid Permits](#)

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#### 4. **Finding and viewing permits.**



- Select Accessory Building, House Combination, HVAC, or Plumbing and Gas from the Online Permits drop-down list.
- Click Permit Inquiries.
- The Permit Inquiries screen allows you to search for your permits using a variety of criteria. (*Refer to the screen displayed on page 11.*)
  - Enter a Permit Number when you know the specific heating and ventilation, or plumbing and gas, or house combination, or accessory building permit number.
  - Enter an address (House, Suite, and Street) when you know the permit address.
    - Key the alphabetic names in all capitals.
    - Do not key the quadrant (NW, NE, SW, or SE).
    - If desired, key ST and AVE rather than STREET and AVENUE. Boulevard must be completely keyed.
  - Enter a range of Application Dates when you wish to view all permits within a date range.
  - Select the status of interest from the Status drop-down list if you wish to see all permits of a given status. Possible options vary with the permit type. Common status options include new, issued, cancelled, or completed. If you select a status, you must also specify an application date range.
  - Enter the Permit Type if you are interested in either commercial or residential permits. This option is available for the heating and ventilation and plumbing and gas permits.
  - Enter the My Project Ref if you know your project number for a given permit. This option is available for the heating and ventilation and plumbing and gas permits.
- Click List to retrieve the permits.
- You are only able to see your firm's permits. If a heating and ventilation contractor or plumbing and gas contractor is defined as the house combination permit sub-contractor, the sub-contractor will see house combination permits.
- As Development Compliance Branch staff must define house combination and accessory building applications on the computer system, you will not find these permits on the Internet Online Permitting System for 2-5 business days following the date of application.
- If active permits are not shown on Permit Inquiries, phone Development Compliance Branch at 496 3100. There is the possibility that Development Compliance Branch staff selected the wrong customer identification when the application was defined on the computer systems.

**Permit Inquiries**

Permit Number:

House:  Suite:

Street:

Application Date:   to:  

Status:

Permit Type:

My Project Ref:

List

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## Permit Listing Screen

- Provides a listing of permits and selected details. *(Refer to example on page 13.)*
- If the Status is New then the permit has not yet been paid for. When the status is New, an inspection can not be requested. There are two exceptions to this inspection rule. Both exceptions are associated with house combination inspections. A builder can request a footing and foundation inspection when the status is New. Heating and ventilation and plumbing and gas sub-contractors can also request their discipline's inspections before the house combination status is set to Issued.
- If the Status is More Information Required, then the City has requested that the applicant provide more information before the application can be processed. See the following instructions on how to find out what information is needed.
- If the Status is Issued then the permit fees are paid and you can request an inspection. If the permit was paid using the Internet, the payment authorization number is displayed.
- If the Status is Cancelled then the permit has been cancelled.
- If the Status is Completed then City work is complete.
- Click Details to view inspection information, any deficiencies, application details and any 'more information required' notes for that permit. When you click Details, the system displays four tabs: a permit tab, Inspections, Deficiencies and Notes. The specific permit tab depends on the permit type selected from the Online Permits drop-down list.
  - To view the complete permit or to update your information on the permit, click the permit tab. The permit number and address are displayed in the Title Bar. Any field shown as an entry box accepts information updates. Fields that can be updated include My Project Ref, Project Name, Job Site Contact, Job Site Phone No, Owner/Occupant, Phone No, Installation Description Comments, # Appliances, Plumbing Service, Gas Service, Private Sewage Disposal System. Key the updated information and click Submit. *(Refer to example on page 14.)*
  - To view inspection details or to correct a previously scheduled inspection date, click Inspections. The system then shows you what type of inspection is being performed, the date it has been scheduled or completed and the decision. The system allows you to update an erroneously set future inspection date. Such dates can only be adjusted if more than two business days hence. Key the correct date and click Submit. The permit number and address are displayed in the Title Bar. *(Refer to example on page 21.)*
  - To view deficiency items, click Deficiencies. The system then shows you the date a deficiency was found, on what component and the deficiency. The permit number and address are displayed in the Title Bar. Note: The Submit button is inactive. *(Refer to example on page 209.)*
  - To determine any additional information that the City requires before approving the application, click Notes. The Submit button is inactive.
- Click the Pay? checkbox to select the new permits that you are going to pay for. More than one permit can be selected. Once the permits are selected, click Pay for Permits to make the credit card payment. *(Refer to process description on page 16).*

## Permit Listing Screen

HVAC Permits								
	Pay?	Permit Number	Address	My Project Ref	Application Date	Status	Authorization Number	Fee Amount
<a href="#">Detail</a>	<a href="#">Insp</a>	027384689-003	11651 - 71 STREET NW		25-Apr-2003	Issued		\$0.00
<a href="#">Detail</a>	<a href="#">Insp</a>	028235761-001	11651 - 71 STREET NW		29-Apr-2003	Issued	180639	\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	028236200-001	11651 - 71 STREET NW		29-Apr-2003	Cancelled	110915	\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	028291942-001	11651 - 71 STREET NW		01-May-2003	Issued	125845	\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029748816-001	11651 - 71 STREET NW		05-May-2003	Cancelled		\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029826890-001	1406 11020 - JASPER AVENUE NW		07-May-2003	Cancelled		\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029833579-001	11651 - 71 STREET NW		07-May-2003	Issued	181149	\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029833769-001	11651 - 71 STREET NW		07-May-2003	Issued	182056	\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029849586-001	11651 - 71 STREET NW		08-May-2003	Issued	125845	\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029940069-001	11651 - 71 STREET NW	web permit test	14-May-2003	Issued	095126	\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	029979691-001	11716 - 13 AVENUE NW		15-May-2003	Issued	103307	\$50.00
<a href="#">Detail</a>	<a href="#">Insp</a>	030006050-001	11651 - 71 STREET NW		16-May-2003	Issued	150614	\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	030082386-001	11651 - 71 STREET NW		23-May-2003	Issued	155241	\$100.00
<a href="#">Detail</a>	<a href="#">Insp</a>	030082398-001	11651 - 71 STREET NW		23-May-2003	Issued	155241	\$50.00
<a href="#">Pay for Permits</a>								
<input type="button" value="Search"/>								

## Details Screens

Inspections	Deficiencies	HVAC Permit
<b>Your Permit Fee is:</b> \$50.00		
Permit Number: 017549656-001		
Address: 11651 - 71 STREET NW		
Permit Type: Residential		
Type of Work: Addition		
Permit For: Furnace		
My Project Ref: <input type="text" value="Test of Update My Project Ref"/>		
Project Name: <input type="text"/>		
Job Site Contact: <input type="text"/>		
Job Site Phone Number: <input type="text"/>		
<b>SERVICE INSTALLATION DESCRIPTION</b>		
Number of Appliances: <input type="text"/>		
AFE: <input type="checkbox"/> Forced Air: <input checked="" type="checkbox"/> Hydronic: <input type="checkbox"/> Refrigeration: <input type="checkbox"/> Sheet Metal: <input type="checkbox"/>		
Construction Value: <input type="text"/>		
Commercial Combo Permit No.: <input type="text"/>		
Owner/Occupant: <input type="text"/>		
Owner/Occupant Phone Number: <input type="text"/>		
Installation Description/Comments: <input type="text"/>		
<input type="button" value="Submit"/>		

HVAC Permit		
Inspections		
Deficiencies		
Date Completed	Inspection Type	Decision
Oct 3, 2001	Commercial HVAC Inspection	Infraction



## **5. Paying Permits.**

- You must pay for a permit before an inspection can be scheduled. Once the payment is approved, the permit status is updated from New to Issued. Once the permit status is Issued, an inspection request can be raised.
- After you select the permits to be paid using Permit Inquiries and Permit Listing (*refer to the process description on pages 10 and 12*), and after you initiate the payment process by clicking Pay for Permits on Permit Listing (*refer to the example on page 13*), you key the credit card payment details on the Credit Card Payment Detail screen (*refer to the example on page 17*).
- Enter the name of the credit card holder.
- Enter an e-mail address. The payment receipt is sent to this e-mail address.
- Select the credit card type from the Credit Card Type drop-down list. Current options include Visa and MasterCard.
- Enter the credit card number. Do not key any imbedded spaces.
- Select the credit card expiry month and year from the Expiration Date drop-down list.
- Click Submit Transaction to initiate the credit card verification checks. If the credit card verification checks are successful, your credit card payment is made. Do not click the Submit Transaction button more than once, as the payment will be submitted more than once.
- The system provides a response to let you know if keying errors were detected, or if the credit card agency approves or declines the payment.
  - If keying errors are detected, an error message is displayed. Edits are performed on the following fields: Name on Card, Email Address, Credit Card Number and Expiration Date
  - If the credit card agency approves the payment, the system displays a Transaction Approved panel. This panel can be printed. The system also sends the receipt to the specified e-mail account. Key fields to note are the approval number, account number and transaction id. As the payment is processed at Beanstream's office in British Columbia, transaction date and times are expressed in Pacific Standard Time.
  - If the credit card agency declines the payment, the system displays a Transaction Declined panel. This panel can be printed. Ensure that the credit card number and the expiry date are correctly keyed. If the problem persists, contact your credit card agency. The City is unaware of the reasons for the decline.
- When the payment is approved, the permit status is set to Issued and inspections can be scheduled. If your Internet credit card payments are declined and you require inspections, payments can be made at Customer Information, Development Compliance Branch, 5th Floor, 10250 - 101 Street NW, Edmonton AB, T5J 3P4.
- The credit card payment is controlled by Secure Socket Layer Technology, see the lock at the bottom of the credit card payment panel. A warning is provided on entry and exit from the payment panel. On exit after making a payment, the system provides the following message 'This page contains both secure and non secure items. Do you want to display the non secure items? Yes or No'. Be sure to select Yes. Otherwise the decline panel is displayed, even though the payment was processed.

• Search • Site Map • Feedback • Contact Us • Home

## Credit Card Payment Detail



Please note, all fields are mandatory.

[Concerned about security?](#)

[Browser Compatibility with Entrust Certificate Services](#)

**Account Number:** 0000176725334890

**Amount:** \$50 (Can)

**Name on Card:**

**Email Address:**

\* Required for email receipt

**Credit Card Type:**

**Credit Card Number:**

\* Do not include spaces when entering Credit Card Number.

**Expiration Date:**  /   
(mm/yy)

Submit Transaction

**Only click ONCE to avoid duplicate charges**

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and for the purpose of processing City of Edmonton payments.

## **6. Requesting Inspections.**

- For a heating and ventilation and plumbing and gas permit, you can request an inspection once the permit status is Issued. Once you pay the permit fees, the permit status changes from New to Issued.
- For a house combination permit, you can raise a footing and foundation inspection, any of the heating and ventilation inspections and any of the plumbing and gas inspections at any point. However you can only raise a framing first inspection, insulation/vapour barrier inspection and final building inspection if the permit status is Issued.
- If the request is raised before 3:00, the earliest possible inspection date is the following business day. If the request is raised after 3:00, the earliest possible inspection date is two business days ahead. Development Compliance Branch attempts to meet all inspection schedule requests. Occasionally, the inspectors are unable to handle all of a given day's requests. In such cases, the City will contact you about a change in the scheduled date.
- Select either Accessory Building, or House Combination, or HVAC, or Plumbing and Gas from the Online Permits drop-down list.
- Click on Permit Inquiries. (*Refer to the left side of screen.*) The system responds with the Permits Inquiries screen (*Refer to the screen displayed on page 11.*)
- The Permit Inquiries screen allows you to search for your permits using a variety of criteria. You only need to key the search criteria of interest.
  - Enter the Permit Number if you know the specific heating and ventilation, or plumbing and gas, or house combination or accessory building combination permit number.
  - Enter the Address (house, suite, street) if you know the permit address.
  - Provide the Application Dates if you know the range of dates within which the application was submitted.
  - Select the status from the Status drop-down list if you are interested in permits of a given status. Normally select Issued, if you want to select applications that can be inspected. The two exceptions are the footing and foundation inspection and all mechanical inspections for a house combination permit. This can be requested once the Development Permit Review step is approved.
  - Enter the Permit Type if you are interested in either commercial or residential permits. This option is available for the heating and ventilation and plumbing and gas permits.
  - Enter the My Project Ref if you know your project number for a given permit. This option is available for the heating and ventilation and plumbing and gas permits
- On the Permit Listing screen, click Insp.Req to request an inspection.
  - On the Inspections Request screen, key the inspection request details. (*Refer to the screen displayed on page 20.*)
    - Select the inspection type from the Type drop-down list. If requesting an inspection for a house combination permit, select the inspections appropriate to your discipline. The system will reject inspection requests that are normally requested by the other disciplines.

- Enter the inspection description in the Description field. If requesting a house combination inspection or an accessory building inspection, Description is an optional field. If requesting a commercial heating and ventilation or plumbing and gas inspection, a specific inspection description must be provided.
- Enter the Inspection Date. If appropriate, future inspection dates can be keyed.
- Enter the Contact Name, Contact Phone Number and FAX Number. If you must key the same contact numerous times, you can use CTRL C to copy the data from the Contact Name on the first Inspections Request panel, and CTRL V to paste the data to subsequent request panels.
- Click the Submit button.
- On the Permit Listing screen, click Details to correct a previously scheduled inspection that is more than two business days in the future. Note: if you have to correct an inspection scheduled for the current business day (of the two following), phone 496 3100.
  - On the Inspections screen, key the correct date opposite the inspection in question. (*Refer to the screen displayed on page 21.*)
  - Click the Submit button.
- You can not request residential inspections using Internet Online Permitting. The homeowner must call 496 3100.
- Sub-contractors can request inspections for those house combination permits that are created after September 27, 2002. Building contractors can request inspections for all house combination permits, no matter the permit application date.
- The builder must define the permit's sub-contractors before the sub-contractor can request a permit inspection on Internet Online Permitting. The builders can call 496 3100 to define the sub-contractors working on the permit.

## Inspection Request Screen

**Inspection Requests**

**An inspection request received before 3:00 pm is scheduled for the next working day. A request received after 3:00 pm is scheduled for the second working day. If no 'Requested Date' is entered today's date is used.**

**Permit Number:** 016412778-001

**Address:**

**Inspection Information:**

Type: (none)

Description:

Requested Date:

**Contact Information:**

Name:



Phone Number: - Ext.:

Fax Number: -

**Submit**

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**Details Inspection Panel – Scheduled Date Correction**

<b>Inspections</b> <b>Deficiencies</b> <b>House Combination Permit</b> <b>Notes</b>					
<b>Inspection Type</b>	<b>Process Status</b>	<b>Scheduled Start Date</b>	<b>Date Completed</b>	<b>Outcome</b>	<b>Sticker Number</b>
Ground Work Inspection	Complete	07-Oct-2002	08-Oct-2002	Infraction	
Natural Gas Inspection	Unassigned	<input type="text"/>			
Plumbing Stacks Inspection	Scheduled	<input type="text" value="07-Oct-2002"/>			

## **7. Finding and viewing inspection results.**

- Select Accessory Building, House Combination, HVAC, or Plumbing and Gas from the Online Permits drop-down list.
- Click on Inspection Inquiries (*left side of screen*) to open the Inspection Inquiries screen. (*Refer to the screen example that follows.*)
- The Inspection Inquiries screen allows you to search for your permits using a date range. Specify the date range and click List.
- The system will respond with the Completed Inspections screen. (*Refer to the screen example on page 23.*)
- If you click Details, the system responds by displaying two tabs - Permit and Deficiencies.
- To view the permit details click on Permit. The system then displays selected permit details. (*Refer to the example on page 23.*)
- To view deficiency items relating to this permit click Deficiencies. The system then provides the date a deficiency was found, on what component and the deficiency. (*Refer to the example on page 24.*)
- If the Decision is anything other than Final, Conditional or Conditional Final, a second inspection is required. You can use the Online Permitting System to schedule a second inspection. (*Refer to the process defined on page 18.*)
- For most inspections, the status must be Issued before an inspection request is processed. The one exception is the house combination footing and foundation building inspection and the house combination mechanical inspections. These inspections can be requested when the Development Permit Review step is approved.

Inspection Inquiries

Date Completed:  to:

List

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## Completed Inspections Screen

Completed Inspections

	Date Completed	Permit Number	Inspection Type	Outcome	Sticker Number
<a href="#">Details</a>	16-Sep-2002	015968883-001	Commercial HVAC Inspection	Conditional	
<a href="#">Details</a>	16-Sep-2002	015969558-001	Final/Residential HVAC Inspection	Final	

Search

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## Completed Inspection Permit Screen

Permit

Deficiencies

	Permit Number	My Project Ref	Address	Permit Type	Application Date	Status	Permit Fee
<a href="#">Details</a>	1024134-001	12345		Commercial	03-Oct-2001	ISSUE	\$100.00



## Completed Inspection Deficiencies Screen

Permit		Deficiencies
Found Date	Component	Deficiency
03-Oct-2001	Appliances	access ladder not installed
03-Oct-2001	Supply Air Ducts	duct not allowed in exit enclosures
03-Oct-2001	Venting	chimney downdrafting

-

## **8. Changing your password.**

- Click Change Password (*left side of screen*).
- Enter your current password in the Current Password field.
- Enter your new password in the New Password field.
- Re-enter your new password in the Confirm Password field.
- Click Submit.



The screenshot shows a web form titled "CHANGE PASSWORD" with a light blue background. It contains three text input fields labeled "Current Password:", "New Password:", and "Confirm Password:". Below the fields are two buttons: "Cancel" and "Submit". At the bottom of the form, there is a copyright notice: "Copyright © 1995 - 2001 City of Edmonton. All rights reserved. Please read the [Conditions of use and Privacy Statement](#)."

## **9. Providing feedback.**

- If you have a question or comment on Internet Online Permitting, please contact 496 3100 or send an e-mail to [PDCallCentre@edmonton.ca](mailto:PDCallCentre@edmonton.ca).