DEVELOPMENT SERVICES (Edmonton Tower)
2nd Floor, 10111 – 104 Avenue NW
EDMONTON, AB T5J 0J4
PHONE: 311 or if outside of Edmonton 780-442-5311
EMAIL: mechanicalpermits@edmonton.ca

HEATING & VENTILATION PERMIT

PROJECT Number: _____

DATE: _____ COMBO Project Number: _____

CONTRACTOR INFORMATION: **CITY CUSTOMER ID #** (If known)**:**_____

CONTRACTOR'S COMPANY NAME: _____

CONTRACTOR'S ADDRESS: _____Postal Code_____

PHONE NUMBER: _____ CELLULAR: _____

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

CONTRACTOR'S SIGNATURE: _____

Personal information is collected for the purpose of administration and delivery of services related to Safety Codes and Development under applicable legislation and City Bylaws. Collection is authorized under 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard. For questions about the collection, please contact Service Advisor, 780-442-5054, or eservices@edmonton.ca.

WORK SITE INFORMATION:

WORK SITE ADDRESS: _____ FLOOR NO: _____

BAY NO: _____ PROJECT NAME (mandatory):_____

JOB SITE CONTACT: NAME _____ PHONE NUMBER: _____

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

OWNER / OCCUPANT: _____ PHONE NUMBER: _____

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

JOB INFORMATION:

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

TYPE OF INSTALLATION: ☐ COMBO HVAC ☐ HVAC ☐ SOLAR THERMAL # of installations: _____ ☐ GEOEXCHANGE

☐ KITCHEN EXHAUST / MAKE UP AIR ☐ SPRAY BOOTH / MAKE UP AIR

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

ARE YOU COMPLETING THIS WORK AT A HEALTH CARE FACILITY? (Y/N): _____

INSTALLATION COMMENTS (mandatory): _____

_____

RESPONSIBILITY OF THE HVAC / MECHANICAL CONTRACTOR – Neither the granting of a permit, nor the review of plans and specifications, nor inspections by a Safety Codes Officer shall in any way relieve the contractor from full responsibility for carrying out the work in strict accordance with the Safety Codes Act and the National Building Code (Alberta Edition) 2023.

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

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

Permits fees must be paid at the time of application. We accept cash, debit, cheque or credit card.
If applying by email, or mail, a service representative will call you to advise you of your fees.

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

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

FEB, 2026