



## SINGLE FAMILY HOMEOWNER HEATING & VENTILATION PERMIT

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

DATE: \_\_\_\_\_ PROJECT Number: \_\_\_\_\_

HOMEOWNER'S NAME: \_\_\_\_\_

CITY CUSTOMER ID # (if known): \_\_\_\_\_

HOMEOWNER'S ADDRESS: \_\_\_\_\_ Postal Code \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL (mandatory): \_\_\_\_\_ (Inspection results will be sent to this email)

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

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

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

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

HOMEOWNER'S SIGNATURE / DECLARATION \_\_\_\_\_

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

**JOB INFORMATION:**

TYPE OF WORK:    ADDITION    REPLACEMENT    ALTERATION    SOLAR THERMAL # of installations: \_\_\_\_\_

NUMBER OF APPLIANCES: \_\_\_\_\_    FORCED AIR    HYDRONIC    GEOTHERMAL

THIS WORK FOR IS DONE FOR:    BASEMENT DEVELOPMENT    SECONDARY SUITE    OTHER

HOW MANY STOREYS ARE IN THIS HOME? : \_\_\_\_\_

INSTALLATION COMMENTS (mandatory):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

<b>PERMITS MUST BE OBTAINED BEFORE COMMENCING WORK</b>	PERMIT FEE	\$ .
	SAFETY CODE FEE	\$ .
	TOTAL FEE	\$ .

## **HOMEOWNER HEATING AND VENTILATION PERMIT REQUIREMENTS**

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

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

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

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