City of Edmonton
Development Services Branch
Safety Codes, Permits and Inspections

3rd Floor, Edmonton Tower
10111 104 Avenue NW
Edmonton AB T5J 0J4
edmonton.ca or 311

Request for Change of Safety Codes Permit Applicant or Permit Holder

Reset Form

Type of application/permit

◯ Home Improvement ◯ New House ◯ Commercial ◯ Heating and Ventilation ◯ Plumbing ◯ Gas ◯ Electrical

Project Address:	City Project Number:

EXISTING Permit Applicant / Permit Holder	City Customer ID (if known):
Company Name:	Contact Email:
Contact Name:	Contact Phone:

PROPOSED Permit Applicant / Permit Holder ◯ Property Owner ◯ Owner's Agent* ◯ Contractor*

*** Attach written authorization from the registered property owner** to assume the permit application / issued permit, if this request is not from the registered property owner. A request will not be processed without this authorization. An administration fee may apply to a transfer.

City Customer ID:	**Visit selfserve.edmonton.ca to create an account**	
Company Name:	Contact Email:	
Contact Name:	Contact Phone:	
Contact Address:		
City:	Province:	Postal Code:

RESPONSIBILITY OF THE PERMIT HOLDER - Neither the granting of a permit, nor the approval of plans and specifications, nor inspections by a Safety Codes Officer shall in any way relieve the permit holder, contractor, and any other party doing work under the permit from full responsibility for carrying out the work in strict accordance with the Safety Codes Act and its regulations.

I, (PRINT NAME)_____, the undersigned

- request to assume ownership of the above-noted safety codes permit application or issued permit by way of its transfer to me with my full and informed consent;
- agree that by taking ownership I am bound by any terms, conditions and/or variances that will be or are part of the issued permit; and
- understand and acknowledge that in becoming the permit applicant or issued permit holder, I am responsible for work proposed or done under this permit which is required to be in accordance with the Safety Codes Act and its regulations, and City of Edmonton Bylaws including Bylaw 15894

Type name to sign OR print form and sign	Date:

SUBMIT according to the type of application /permit:

- Home Improvement or New House: email to residentialbuildingpermit@edmonton.ca
- Commercial: email to commercialbuildingpermits@edmonton.ca
- Heating, Ventilating and Air-conditioning: email to hvactechdesk@edmonton.ca
- Plumbing, Gas: email to plumbingandgastechdesk@edmonton.ca
- Electrical: email to electricaltechnicaladvisors@edmonton.ca

* **Attach property owner authorization** to assume the permit application / issued permit, if this request is from owner's agent or contractor

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.

THIS IS NOT A PERMIT An administration fee will apply to a permit transfer.