

Electrical Annual Permit Application Form

Location of Work <small>(primary address)</small>	Street number:	Street name:	Unit number.:	Date:
	Organization name:			
	Permit effective dates:	Start date:*	to	End date:**

*Must be on or after the date of permit application submission to the Permits Office and must be in the same calendar year as the End Date.

**Must be in the same calendar year and a maximum of twelve months after the Start Date. All annual permits, regardless of Start Date, terminate on Dec. 31 of the applicable year.

APPLICANT INFORMATION*:

Electrical Contractor Information	Company name:	Licence number.:
	Applicant name:	Applicant signature:
	Daytime phone number:	Email:

*Permit applicant **must** be either the licenced contractor or an authorized signee who has been designated with uploading the quarterly logbooks.

Additional Addresses/ Buildings <small>All listed properties must be in the same Inspection District. Use additional page, if necessary.</small>	2	12
	3	13
	4	14
	5	15
	6	16
	7	17
	8	18
	9	19
	10	20
	11	21

Number of adjacent buildings:

(See example on page 2)

(Note: all buildings are assumed to be non-adjacent if left blank)

Complete and submit to the Zoning & Permits Branch

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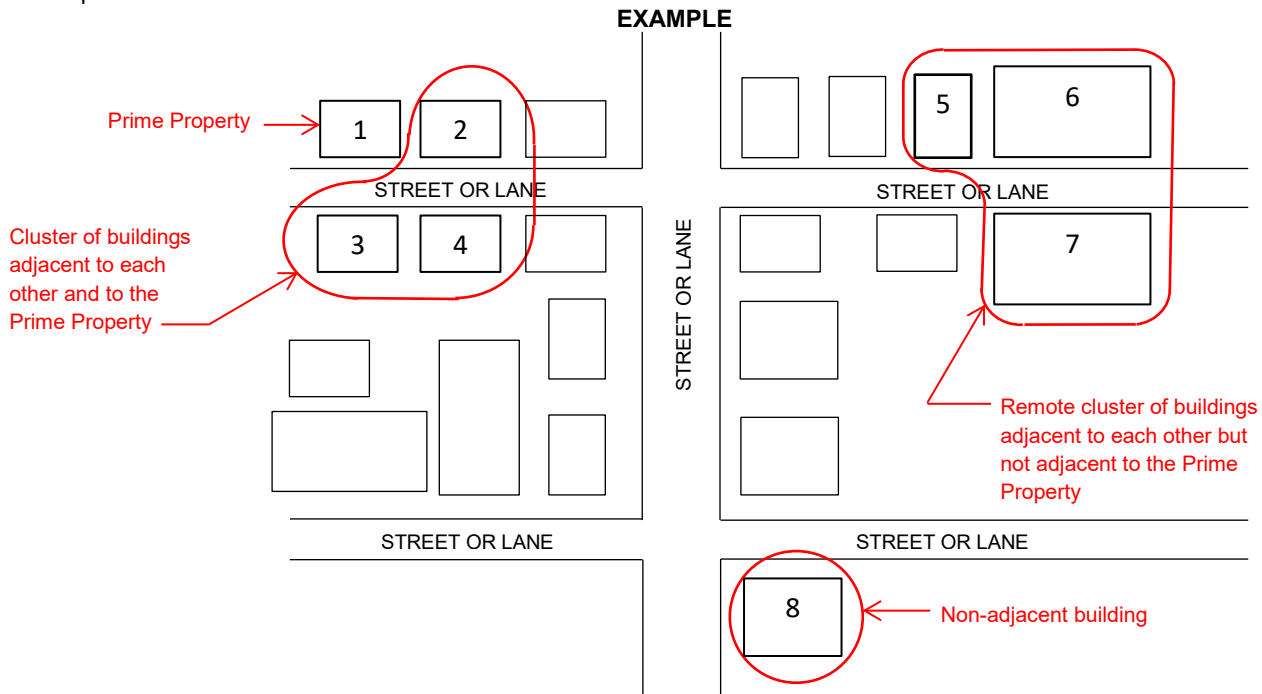
Adjacent Buildings

Adjacent buildings must be declared by the permit applicant upon submission of the EA permit application form. Buildings not declared as adjacent will be assumed as non-adjacent and will be assessed the applicable non-adjacent building fee.

Conditions. A building is deemed to be “adjacent” when it is on a property that meets any of the following conditions:

1. Adjacent to or located immediately across a street or lane from the Prime Property
2. Adjacent to or located immediately across a street or lane from a property described in Condition 1
3. Adjacent to or located immediately across a street or lane from a non-adjacent property listed on the EA permit application, i.e.: forms part of a remote building cluster

To calculate the number of adjacent buildings, it is often easier to determine the number of non-adjacent buildings by considering “building clusters,” and then subtracting from the total number of buildings listed on the permit as per the example below:



In this example, eight buildings (Buildings 1-8), configured as shown above, are located in the same inspection district and are included on one EA permit application. Building 1 is the Prime Property and is NOT included in the adjacent building calculation.

	number of adjacent buildings	number of non-adjacent buildings
Buildings 2, 3 & 4 form a cluster of adjacent buildings around the Prime Property with each building meeting either Condition 1 or Condition 2	3	0
Buildings 5, 6 & 7 form a remote cluster of buildings adjacent to each other with one of the buildings meeting Condition 3	2	1*
Building 7 is a remote, non-adjacent building and does not meet any of the Conditions	0	1
TOTALS	5 (enter this number)	2

*In a remote cluster of buildings that are adjacent to each other, such as Buildings 5, 6 & 7, at least one building must be deemed non-adjacent.

Guidelines and Requirements for Electrical Annual Permits

1. An annual permit can be issued to a contractor who holds an “A” or “B” electrical contractor licence.
2. The annual permit application must specify the particular site or sites to which it applies.
3. An annual permit expires on the thirty-first day of December of the year to which it applies.
4. Construction, connection, re-connection, alteration, repair or extension of an electrical installation within the limitations of the annual permit parameters may take place under the supervision and responsibility of the holder of an Annual Electrical Permit without the necessity of a separate electrical permit being issued for the specific work.
5. The annual permit is to perform minor electrical maintenance work to electrical facilities at premises owned, leased or managed by the corporation, firm, company or government department so named on the permit application over the course of a calendar year.
6. The permit covers “non-capital projects” of a routine maintenance nature such as replacement of ballasts, receptacles, luminaires and other electrical equipment that may require maintenance, replacement or relocation within a plant or facility, at the discretion of the Inspections Branch. Annual permits do **NOT** cover projects where a separate electrical permit is required such as in the following examples:
 - when a building permit is required such as for a general renovation or an addition;
 - hazardous locations including paint booths;
 - fire alarm installations or modifications;
 - new services or service repairs;
 - modifications to an electrical distribution other than like for like panel replacement or breaker replacement;
 - new production lines;
 - upgrading of multiple pieces of mechanical or electrical equipment not due to failure.
7. **Logbooks**
 - The electrical contractor is responsible for maintaining and supplying to the Inspections Branch, prior to the Inspector’s site visit, a record for each property of all work done, locations, quantities and by whom.
 - Logbooks must be submitted via [Permits Online](#) as the 1st, 2nd, 3rd or 4th quarter logbook document, as applicable. Logbooks may only be uploaded by the licenced electrical contractor or the permit applicant, if different, as these are the only people who will have permission to upload the documents.
 - If no work is undertaken under the EA Permit for an entire quarter, the contractor **MUST** still submit a “logbook document” for that quarter in order to avoid the automatically applied missing logbook fee. The document must include the date, permit number, prime address, and a simple statement that no work was performed during that specific quarter.
 - Contractors are responsible to ensure arrangements are made for logbooks to be maintained and submitted during any extended absence due to vacation, illness or other.
8. **Inspections**
 - The permit holder is required to contact the Electrical Inspector at the end of each quarter to arrange for the quarterly inspections to avoid fees and so the permit can be closed at the end of the year.
 - Contractors are responsible to ensure arrangements are made to schedule inspections during any extended absence due to vacation, illness or other.
 - Inspection defects will be subject to extra inspections fees as noted in the [Fees and Charges Schedule](#).
 - Failure to call for inspection will be subject to fees as noted in the [Fees and Charges Schedule](#).
9. The designated employee may suspend, withdraw or refuse to re-issue an Annual Electrical Permit where
 - the permit holder has failed to comply with the applicable codes and by-laws or the terms and conditions of the Annual Electrical Permit;
 - the permit holder has failed to remit the permit fees applicable to the Annual Electrical Permit within the time set out in the Planning, Development and Building Fees By-law.
 - a log book has not been maintained or submitted.