

Here is some important information to know before you begin working as a Heating, Ventilation and Air Conditioner (HVAC) contractor in the City of Grande Prairie.

## Permits

The permit regulations of the Alberta Safety Codes Act state a permit is required for any HVAC system undertaking. A permit is not required:

- To replace or alter ducting serving a space heating appliance if it is located in a single family residential dwelling and if there are no design changes required to the heating and ventilation system.
- If there is an issued building permit, the HVAC scope is included, a separate HVAC permit is not required. It is your responsibility to confirm scope has been included.

**I understand when a HVAC permit is required:**

## Your Responsibilities

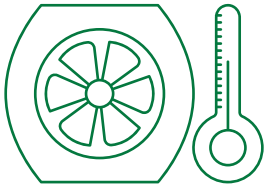
The permit regulations of the Alberta Safety Codes Act state when a permit is issued, the permit holder must:

- Comply with the terms and conditions of the permit.
- Undertake the construction, process, or activity in accordance with the Act and applicable codes and standards.
- Notify the permit issuer:
  - If the permit holder does not intend to complete the undertaking, or
  - If there is a change in ownership from the ownership from the owner as stated on the permit application.

**I understand my responsibilities as a permit holder:**

## Permit Life

- Required inspections are listed in the terms and conditions of the permit.
- Work must start within 90 days of a permit being issued.
- The project must not be abandoned for a period of 120 days.
- An email requesting confirmation of project start will be sent if no inspections are requested within 80 days once the permit is issued.



- Once the job is underway the permit is tracked to ensure there is activity within every 120 days. After this time period, an email requesting confirmation the project is ongoing. If work on the project has stalled, this is the time to request an extension. There will be information in the email on how to do this.

**I understand the life of a permit:**

### Fees

Permit fees are established as per [Schedule "A" of Bylaw C-1395 for Fees, Rates and Charges](http://cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges)  
[cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges](http://cityofgp.com/city-government/bylaws-policies-procedures/bylaws/fees-rates-and-charges)

### Fines for Non-Compliance

Failure to obtain a permit prior to beginning work results in a fine.

- For the first offence, a fine at a rate double the permit fee referenced above.
- For the second offence, a fine at a rate triple the permit fee referenced above.
- For the third offence, a fine to be set as defined in [Section 15.1 of Bylaw C-1328](#).

When a building permit is issued, the building permit placard must be posted on-site and visible from the street until final inspections are complete.

### Important Notes

- All work related to a scheduled inspection must be complete and ready for the date of inspection.
- Adequate site access is required for City staff to complete inspections. Sites must be clean, safe, and complete with secured ladders or stairs.
- Receiving an inspection with failure to meet any of the above requirements will result in a failed, not ready, or no entry. After the first occurrence sites may be subject to a fine as described in Schedule "C" of Bylaw C-1328.

**I understand non-compliance may result in receiving a fine:**

- I have attached a copy of the owner's Sheet Metal trade certificate OR
- I have attached a copy of an employee's Sheet Metal trade certificate

*\*Note: Employees contact information is required as they will receive a copy of all permits issued.*

<b>*Employee's Phone</b>	<input type="text"/>	<b>*Employee's Email</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>