

BYLAW NUMBER 46M2014

**BEING A BYLAW OF THE CITY OF CALGARY
REGULATING PERMITS FOR THE
INSTALLATION OF ELECTRICAL SYSTEMS**

WHEREAS The City of Calgary has been designated as an accredited municipality by the Safety Codes Council of Alberta to administer the Safety Codes Act, RSA 2000, c. S-1, in accordance with the City's Quality Management Plan approved by the Administrator of Accreditation for the Safety Codes Council of Alberta;

AND WHEREAS The City of Calgary has been authorized to issue electrical permits pursuant to the Safety Codes Act and the Quality Management Plan;

AND WHEREAS The City of Calgary may make bylaws pursuant to section 66(2) of the Safety Codes Act:

- (a) respecting fees for anything issued pursuant to the Safety Codes Act; and
- (b) respecting the carrying out of its powers and duties as an accredited municipality;

NOW THEREFORE THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:

Short Title

1. This Bylaw may be cited as the "Electrical Permit Bylaw".

Definitions

2. (1) In this Bylaw:

"Act" means the Safety Codes Act, RSA 2000, c. S-1;

"applicant" means:

- (i) the owner of a building or property, or
 - (ii) the authorized representative of the owner,
- who applies for *permit* for that building or property;

"Code" means any code, standard or body of rules declared in force pursuant to the Electrical Code Regulation, AR 209/2006;

"*permit*" means a permit issued pursuant to the *Act*, the *Regulation* and this Bylaw;

"*permit issuer*" means:

- (i) a safety codes officer appointed pursuant to section 31 of the *Act*; or
 - (ii) a person authorized to issue a permit pursuant to section 44 of the *Act*;
- who is employed by The City of Calgary;

“Regulation” means the Permit Regulation, AR 204/2007.

- (2) All definitions contained in the *Act*, the *Regulation* or the *Code* apply in this Bylaw.
- (3) All schedules attached to this Bylaw form part of this Bylaw.
- (4) Headings or sub-headings are inserted for ease of reference and guidance purposes only and do not form part of this Bylaw.
- (5) Where this Bylaw cites or refers to any Act, regulation or other bylaw, the citation or reference is to the Act, regulation or other bylaw as amended, whether amended before or after the commencement of this Bylaw, and includes reference to any Act, regulation or other bylaw that may be substituted in its place.
- (6) Each provision of this Bylaw is independent of all other provisions and if any provision is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw remain valid and enforceable.
- (7) Nothing in this Bylaw relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence.

Scope

- 3. This Bylaw applies to the issuance of *permits* for the installation of electrical systems regulated by the *Act*, the *Regulation* and the *Code* within the City of Calgary.

Prohibition

- 4.
 - (1) A person must not install, alter or add to an electrical system without a valid and subsisting *permit*.
 - (2) Despite subsection (1), a *permit* is not required for the following:
 - (a) communication systems;
 - (b) electrical installations to which the CSA Standard CAN/CSA M421-00 (R2000) The Use of Electricity in Mines applies;
 - (c) electrical installations related to an elevating device;
 - (d) extra low voltage, Class 2 electrical circuits unless they are for any of the following:

- (i) safety control;
- (ii) locations described as hazardous in the *Code*;
- (iii) electro-medical purposes;
- (iv) lighting;
- (e) the replacement of electrical equipment with units of a similar type if the replacement is made for the purpose of maintaining the system and does not modify the ratings or characteristics of the electrical installation.

Permit Applications

5. (1) To obtain a *permit*, an *applicant* must file an application on a form prescribed by and available from a *permit issuer*.
- (2) In addition to the requirements in the *Regulation*, every application must be accompanied by the *permit* fee calculated in accordance with Schedule "A" of this Bylaw.
- (3) Where an application is for the installation of a new electrical service that has a rating:
- (i) 600 amps or greater; or
 - (ii) greater than 750 volts;
- the *applicant* must submit plans of the proposed installation.
- (4) Where plans are required to be submitted pursuant to subsection (3), the *permit issuer* may charge an additional fee for plan review in accordance with Schedule "A".

Fees

6. A *permit* may be revoked where fees and charges are not paid within 30 days of the billing date.

Permit Issuance, Term, Extensions, Revocation and Reinstatement

7. (1) Permit Issuance
- If a *permit issuer* is satisfied that the work described in an application for a *permit* and the plans filed are to the best of the *permit issuer's* knowledge in accordance with the provisions of the *Act*, the *Regulation* and the *Code* and the fees specified pursuant to Schedule "A" of this Bylaw have been paid, a *permit* will be issued to the *applicant*.
- (2) Permit Term and Extensions

- (a) A *permit* issued pursuant to this Bylaw will expire:
 - (i) if work authorized by the *permit* has not commenced within 180 days of the date of issue of the *permit*, or
 - (ii) if work authorized by the *permit* is commenced but is suspended or abandoned for a period of 180 days.
 - (b) A *permit issuer* may, in writing, extend a *permit* up to two times if:
 - (i) the term of each extension of the *permit* does not exceed 180 days and,
 - (ii) the *permit* has not been revoked or is not expired.
 - (c) All applications for extension of a *permit* must be in writing and must be accompanied by the fee for extension set out in Schedule "A".
- (3) Reinstatement of a Permit
- (a) A *permit* which has expired may be reinstated once by the *permit issuer* at the written request of an *applicant* within thirty (30) days of expiry, provided no changes are made in the documents submitted with the application.
 - (b) All applications for the reinstatement of a *permit* must be in writing and must be accompanied by the fee for reinstatement set out in Schedule "A".
- (4) If the documents submitted with an application for a *permit* contain substantial errors or omissions, the *permit* may be revoked by the *permit issuer*.

Refunds

8. (1) A person who has paid a *permit* fee payable in accordance with Schedule "A" of this Bylaw may cancel, withdraw or surrender the *permit* to The City of Calgary and make an application in writing for a refund in accordance with the provisions of this section.
- (2) The *permit issuer* may authorize a refund of a *permit* fee, less administrative charges, as set out in Schedule "A" of this Bylaw.
 - (3) No refund will be made if:
 - (a) installation of the electrical equipment or systems has commenced,
 - (b) an extension of the *permit* has been granted, or
 - (c) the *permit* has been revoked.

Repeal

9. (1) Bylaw 55M89 is hereby repealed.
- (2) Notwithstanding subsection (1), any *permit* issued prior to the time this Bylaw came into force continues in force subject to the terms and conditions under which such *permit* was issued.

Coming into Force

10. This Bylaw comes into force on 1 September 2014.

READ A FIRST TIME THIS ____ DAY OF _____, 2014.

READ A SECOND TIME THIS ____ DAY OF _____, 2014.

READ A THIRD TIME THIS ____ DAY OF _____, 2014.

MAYOR
SIGNED THIS ____ DAY OF _____, 2014.

CITY CLERK
SIGNED THIS ____ DAY OF _____, 2014.

SCHEDULE "A"

PERMIT FEES

1. For the purposes of this Bylaw, "residential dwelling" means a single detached dwelling, semi-detached dwelling or duplex dwelling, as those terms are defined in the Calgary Land Use Bylaw, 1P2007.
2. The minimum fee for a *permit* is as follows:

<u>2014</u>
\$105.00

(includes one inspection only.)

3. (1) Fees for residential dwellings (other than new residential dwellings), multi-family dwellings, commercial, industrial, fire alarm systems, and electrical sign installations will be based on the electrical costs as follows:

- (i) when the *applicant* provides labour and material for an electrical installation, the *permit* fee will be based on the total cost of all electrical equipment installed and all electrical work performed in connection with the installation; and
- (ii) when an *applicant* provides only labour for an electrical installation, the *permit* fee will be based on the charge to the customer for all electrical work performed plus the cost of applicable electrical equipment supplied by the customer.

- (2) Fees charged under this section will be calculated as follows:

<u>2014</u>
\$9.66 per \$1,000.00 or part thereof

4. (1) If any person starts the installation of an electrical installation prior to obtaining the required *permit*, the *applicant* must pay, prior to the issuance of the appropriate *permit*, an additional fee equal to the greater of:

- (i) the fee as calculated in section 3 based on the estimated construction cost of the work done without a *permit*; or
- (ii) the fee set out below:

<u>2014</u>
\$154.00

- (2) Emergency work may proceed after hours without first obtaining a *permit*, in which case the *permit* application must be made on the first working day following commencement of the emergency work.
- (3) Despite subsection (1), a *permit issuer* may waive *permit* fees if, in the opinion of the *permit issuer*, the work is required to be done on an emergency basis or extenuating circumstances exist.

5. The fees for an extension or reinstatement of a *permit* are 10% of the original *permit* fee but not less than:

<u>2014</u>
\$105.00

and not more than:

<u>2014</u>
\$8732.00

for each extension or reinstatement.

6. Fees for plan review are on a per hour basis or fraction thereof, as follows:

<u>2014</u>
\$117.00 per hour per staff person

7. Fees for a homeowner *permit* issued pursuant to section 9(1)(d) of the *Regulation* are as follows:

- (1) Basic Rate (maximum two inspections):

<u>2014</u>
\$105.00

- (2) Each additional inspection:

<u>2014</u>
\$75.00

8. Fees for additional inspections will be charged as follows:

- (a) If, in the opinion of the *permit issuer*, more than one inspection is necessitated by the failure of the contractor/owner to either ensure accessibility to a site for which the contractor/owner has requested an inspection, or the failure of the contractor/owner to ensure the correction of the same deficiency/ies notified through an inspection report, or work not being ready for the requested inspection, an additional fee may be charged for each re-inspection as follows:

<u>2014</u>
\$291.00

- (b) At the request of the *applicant* and if agreed upon by the *permit issuer*, additional inspections may be performed and for each additional inspection, a fee will be charged if the inspection takes place Monday through Friday, excluding statutory holidays as follows:

<u>2014</u>
\$117.00

- (c) At the request of the *applicant* and if agreed upon by the *permit issuer*, additional inspections may be performed and for each additional inspection, a fee will be charged if the inspection takes place on a weekend or on a statutory holiday as follows:

<u>2014</u>
\$178.00 per hour per staff person

(a minimum of 4 hours will charged)

9. The fee for an annual *permit* issued pursuant to section 23 of the *Regulation* is:

<u>2014</u>
\$154.00

10. When a written request for a refund of a *permit* is received, the *permit issuer* must withhold 10% of the original fees, subject to a minimum as follows:

<u>2014</u>
\$59.00

11. Where *permit* types are not specifically identified, fees will be based upon the most comparable fee type.