



CITY OF
FORT SASKATCHEWAN

GAS PERMIT

New Residential Housing or Secondary Suite

780-992-6207 or inspectors@fortsask.ca

Project Address:

Applicant Information:

Applicant and/or Business Name: _____

Email: _____

Address: _____

Phone: _____

Property Owner Information:

Same As Applicant Information: ☐

Owner Name: _____

Email: _____

Address: _____

Phone: _____

Installer Information:

Please note "same as above" if the business name & contact info matches the applicant info

Required

Installer Business Name: _____

Installer Name: _____

Installer Email & Phone: _____

Installer Master No.: _____

Installer Signature: _____

Project Information

Work related to this permit shall not commence prior to permit approval and issuance

No. of Outlets:

Furnace: _____ Water Heater: _____ Fireplace: _____ Range: _____

Dryer: _____ Unit Heater: _____ Boiler: _____ BBQ: _____

Other: _____ Future Outlet: _____

Total:

Check all that apply:

☐ New residential house install

☐ Secondary suite install

Cost of Installation: \$ _____

I (am) (represent) * the owner of the land and (will be) (represent) * the owner of the building for which I am submitting this permit application. I have read and understand the statements printed on the reverse side of this form. I agree to conform to all applicable laws in this jurisdiction.

APPLICANT SIGNATURE: _____

DATE: _____

This personal information is being collected and used under the Safety Codes Act and the authority of Section 4(c) of the Protection of Privacy Act for the purpose of issuing permits, safety codes compliance verification, monitoring, property assessment purposes, and may be used or provided for statistical data. The name of the permit holder and the nature of the permit is available to the public upon request. If you have questions about the collection, contact the Access to Information Coordinator for the City of Fort Saskatchewan at 780-992-6200.

OFFICE USE ONLY

Application Number: **PR** _____

Base Fee: _____

Building Permit: _____

SCC (\$4.50 or 4%): _____

Total: _____

Tax Roll - Lot - Block - Plan

PERMIT APPROVAL

Conditions attached if applicable

Issued By: _____

Designation No.: _____

Issuers Signature: _____

Date Issued: _____

Permit Number Issued:

Contact: inspectors@fortsask.ca or 780-992-6207 to arrange inspection



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GAS PERMIT INFORMATION

For questions about your permit or inspections, please contact:

780-992-6207 or inspectors@fortsask.ca

- This permit is valid for one year as long as work begins within 90 days of issuance and isn't paused or abandoned for more than 120 days once started.
- The owner of the building is fully responsible for carrying out the work or having the work carried out in accordance with the requirements of the Safety Codes Act and pursuant regulations.
- This permit does not cover zoning or development; separate permits are needed for that work.
- Temporary heat must be set up and running on site within 14 days of permit issuance date. Failure to have equipment set up on site within this time frame will result in your permit being expired and a new permit required.
- There are two ways to obtain a meter from ATCO:
 - i) We will complete an air test at the rough-in stage and if that passes we will contact ATCO and request a meter on your behalf.
 - ii) A gas contractor can pull a temporary heat permit to use natural gas. The contractor will reach out to ATCO to request a meter while also providing them with a copy of the issued permit.
- You will receive an emailed list of required inspections and instructions on how to schedule them with your approved permit. After a site visit, a Safety Codes Officer may ask for extra inspections beyond the initial list. If you're unsure about needed inspections, contact us by email or phone at the top of this page. Please have your project address and permit number ready.
- If you need an extension, you may apply before the permit expires. Only one extension is allowed per permit. To request an application form, contact us by email or phone at the top of this page, and have your project address and permit number ready.
- Any amendments or revisions to the approved scope of work must be submitted to the City of Fort Saskatchewan in writing for review. If approved fees may apply.
- A Safety Codes Officer may suspend or revoke a permit if it was issued by mistake, based on incorrect information, if conditions were violated, or if fees are unpaid.
- The applicant grants permission for necessary inspections to be conducted with the signing of this form.
- Full and safe access to the site and building must be provided and maintained.
- Re-inspections due to no access, unsafe access, not being ready for inspection or deficiencies are subject to re-inspection fees, as determined by the fees and charges bylaw, and must be paid prior to the next inspection being scheduled.
- Should a permit be cancelled, the holder of the permit must submit a written request to the City of Fort Saskatchewan. The City of Fort Saskatchewan will refund as follows:
 - i) To the permit holder, if there has not been an inspection - holdback of 50% or \$70.00, which ever is greater. Safety Code and Fire Safety Fees and Non-Refundable
 - ii) To the permit holder if there has been an inspection - No refunds