



Planning & Development – Building Division, Electrical Section

13450 - 104 Avenue, Surrey, B.C. V3T 1V8

604-591-4240 electrical@surrey.ca

Date: _____

ELECTRICAL PERMIT APPLICATION

A. PERMIT INFORMATION

Permit Type: Homeowner – Installation

Review electrical homeowner permit requirements online at, http://www.surrey.ca/city-services/1374.aspx

Form -037-01-01-22 - Allow 5 business days for processing

Work Class (mandatory)

- New Home, Addition/Alterations to Existing Home, Safety Check/Repair Only, Other (Provide details)

B. REGISTERED OWNER DETAILS (Permit Holder)

Name, Email, Unit/Suite No., Building No., Street Name, City, Province, Postal Code, Primary Phone

C. SITE INFORMATION (Location)

Address No., Street Name, City: SURREY, Province: BC, Postal Code

D. ASSISTED BY (Attach a separate page if necessary)

Full Name, Trade Qualification #

E. ELIGIBILITY CHECK LIST

- Is this address a townhouse, duplex, apartment or detached structure? YES/NO
Does the electrical service at this address exceed 200 amps or 240 volts? YES/NO
Is the electrical service at this address 3 phase? YES/NO
Does this address contain a secondary suite or coach home? YES/NO
Does the proposed scope of work include "in floor electric heat"? YES/NO
Does the proposed scope of work include a swimming pool? YES/NO
Does the proposed scope of work include a photovoltaic (solar panel) installation? YES/NO
Are you offering remuneration (payment) to persons assisting? YES/NO

If you have checked yes to any of the above question, you are not eligible for a homeowner electrical installation permit.

F. EXTRA LOW VOLTAGE DETAILS (<=30 Volts)

- Audio/Video, Cablevision, Computer Data Cabling, Lighting Control, Other (specify below), Overhead Door Control, Security System, Security Cameras, Sound System, Telephone, Vacuum System

G. ELV INSTALLATION

- Finishing Only, Prewire Only, Prewire & Finishing

H. LOW VOLTAGE DETAILS (> 30 volts)

- Distribution Panel, EV Charging Equipment, Lighting, Other (specify below), Receptacles, Spa/Hot Tub, Standby Generator, Sump Pump

I. SERVICE DETAILS

Status, Scope, Supply, Voltage, Amperage

J. DECLARATION

"I _____, am the legal owner and I occupy or intend to occupy the above premise. I fully understand that I am responsible to ensure that the installation will comply with the Safety Standards Act and Regulations of BC. I have knowledge of the electrical system and equipment being installed and I am aware of the hazards involved. I declare that I am not being assisted by any persons other than as indicated above. I hereby accept all terms and conditions as indicated on the back of this application and which have been set on this permit. I acknowledge that I have read and understand these terms and conditions. I also confirm that, to best of my knowledge, all of the information provided on this permit application is complete and accurate. I will not proceed with any electrical work until I have read the "Electrical Safety Homeowners Information Guide" and only after this permit has been issued.

Signature: _____ Date: _____

K. ADDITIONAL DETAILS (Provide additional details to better describe the proposed installation)

L. PERMIT FEE (See reverse side of this form)

Declared Job Value: \$ _____ x 3 =\$ _____ Permit Fee: \$ _____

FOR OFFICE USE ONLY:

Application taken by, Issuing Officer, Building Permit #, Electrical Permit #

Allow 5 business days for processing. As per Safety Standards General Regulation 12, a person must obtain the appropriate permit from the regulatory authority **before performing regulated work** (electrical) or using a regulated product unless exempted from doing so under the Act.

The Safety Standards Act and Regulation of BC, and the Surrey Electrical Safety By-law make provision for a homeowner to apply for a permit to perform regulated work (electrical) under the following conditions:

- (a) the applicant is the registered owner of the property;
- (b) the registered owner occupies or intends to occupy the home (if not yet constructed and registered owner must live in the home for a minimum of six (6) months from the date occupancy was granted);
- (c) the electrical work is performed by the registered owner without assistance (or with the assistance of qualified persons not under contract or for remuneration of any kind) A qualified person with respect to homeowner permit issuance is a person that has knowledge of the electrical system and equipment being installed and is aware of the hazards involved;
- (d) the electrical work is in a fully detached single family dwelling, does not extend to any detached structure;
- (e) the dwelling does not contain a secondary suite, daycare or other business enterprise;
- (f) the applicant has read the "Electrical Safety Homeowners' Information Guide" in its entirety;
- (g) the applicant can show satisfactory evidence of knowledge of the electrical installation; and
- (h) the electrical work involves installations to a maximum of 200 amps and 150 volts to ground.

Prior to applying for the electrical permit, the "Homeowner Electrical Installation Permit Bulletin" must be obtained and read in full. A copy of this bulletin is available online at [http://www.surrey.ca/files/Homeowner Electrical Installation Permit Bulletin.pdf](http://www.surrey.ca/files/Homeowner_Electrical_Installation_Permit_Bulletin.pdf). Improperly installed electrical equipment can create a hazard to persons and property. Please ensure that you are familiar with the BC Electrical Code, wiring methods, and building construction before undertaking your electrical installation. If your installation is poorly executed or has serious deficiencies, you may be requested to obtain the services of a registered Electrical Contractor to complete the project.

Electrical equipment and wiring may not be covered or energized until accepted by an Electrical Safety Officer. To obtain this acceptance, regulations require that you notify the Safety Officer when the installation is ready for inspection as follows:

1. **Service Inspection:** This is the inspection of the main electrical service that is going to be connected to BC Hydro. Under no circumstance is it acceptable for the permit holder to disconnect or re-connect the electrical service from BC Hydro conductors (this includes pulling the electrical meter from the meter base). **ALL SERVICE CONNECTIONS MUST BE APPROVED BY THE CITY OF SURREY PRIOR TO CONNECTION BY BC HYDRO.** Please discuss options for service repairs and upgrades with your Electrical Safety Officer prior to arranging a disconnection with BC Hydro.
2. **Rough Wiring Inspection:** This inspection is required for any regulated work prior to covering and or connection to a source of power. Before requesting a rough wire inspections please ensure:
 - All regulated work is exposed for inspection (rough wire, underground raceway, in slab raceway etc.);
 - All splicing is complete including bonding connection;
 - All branch wiring must be terminated in electrical panel. (Homeowners are not approved to work in energized electrical panels);
 - Branch circuits are not connected to over current devices (breakers);
 - Receptacles, switches and luminaires are not installed; and
 - Branch circuits are not connected to a source of power. Branch circuits must be approved by Electrical Safety Officer before energizing
3. **Final Inspection:** This inspection is required once all electrical work is complete. Note, "all work complete" refers to the electrical portion of your project only. All switches, receptacles, baseboard heaters, built-in appliances, etc. must be installed. The branch circuits must be connected to the circuit breakers which are left in the "off" position. Please ensure an accurate panel directory is installed at all distribution panels.

ELECTRICAL HOMEOWNER INSTALLATION PERMIT FEE SCHEDULE

<u>Value of Electrical Installation</u>	<u>Fee</u>
\$0 - \$1,000	\$167.00
\$1,001 - \$5,000	\$220.00 plus \$65.57 per \$1,000 (or part thereof over \$1,000)
\$5,001 - \$50,000	\$553.00 plus \$36.32 per \$1,000 (or part thereof over \$5,000)

Value of Electrical Installation
Total Cost of Material (at current market value) \$ _____ x 3 = \$ _____ (see Electrical By-Law #15596)

Permit Extension (required if greater than 180 days since last inspection) \$108.00