



Request for Change of Safety Codes Permit Applicant or Permit Holder

Type of application/permit		
<input type="radio"/> Home Improvement <input type="radio"/> New House <input type="radio"/> Commercial <input type="radio"/> Heating and Ventilation <input type="radio"/> Plumbing <input type="radio"/> Gas <input type="radio"/> Electrical		
Project Address:	City Project Number:	
EXISTING Permit Applicant / Permit Holder		City Customer ID (if known):
Company Name:	Contact Email:	
Contact Name:	Contact Phone:	
PROPOSED Permit Applicant / Permit Holder <input type="radio"/> Property Owner <input type="radio"/> Owner's Agent * <input type="radio"/> Contractor*		
* Attach written authorization from the registered property owner to assume the permit application / issued permit, if this request is not from the registered property owner. A request will not be processed without this authorization. An administration fee may apply to a transfer.		
City Customer ID:	Visit selfserve.edmonton.ca to sign up as a new business or organization	
Company Name:	Contact Email:	
Contact Name:	Contact Phone:	
Contact Address:		
City:	Province:	Postal Code:
RESPONSIBILITY OF THE PERMIT HOLDER - Neither the granting of a permit, nor the approval of plans and specifications, nor inspections by a Safety Codes Officer shall in any way relieve the permit holder, contractor, and any other party doing work under the permit from full responsibility for carrying out the work in strict accordance with the Safety Codes Act and its regulations.		
I, (PRINT NAME) _____, the undersigned <ul style="list-style-type: none"> request to assume ownership of the above-noted safety codes permit application or issued permit by way of its transfer to me with my full and informed consent; agree that by taking ownership I am bound by any terms, conditions and/or variances that will be or are part of the issued permit; and understand and acknowledge that in becoming the permit applicant or issued permit holder, I am responsible for work proposed or done under this permit which is required to be in accordance with the Safety Codes Act and its regulations, and City of Edmonton Bylaws including Bylaw 15894 		
_____ <i>Type name to sign OR print form and sign</i>		Date: _____
SUBMIT according to the type of application /permit: <ul style="list-style-type: none"> Home Improvement or New House: email to residentialbuildingpermit@edmonton.ca Commercial: email to commercialbuildingpermits@edmonton.ca Heating, Ventilating and Air-conditioning: email to hvactechdesk@edmonton.ca Plumbing, Gas: email to plumbingandgastechdesk@edmonton.ca Electrical: email to electricaltechnicaladvisors@edmonton.ca 		
* Attach property owner authorization to assume the permit application / issued permit, if this request is from owner's agent or contractor		
The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your permit application. Please be advised that your name, address and details related to your permit may be included on reports that are available to the public as required or allowed by legislation. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, 2nd Floor, Edmonton Tower, 10111 104 Avenue, Edmonton, AB, T5J 0J4, 780-442-5054.		

THIS IS NOT A PERMIT An administration fee may apply to a permit transfer.