

April, 2018
BUILDING DIVISION

EXPIRED ELECTRICAL PERMITS

This Bulletin is intended as a guide to assist Electrical Contractors in dealing with permits that The FSR's have not kept active as required by: Electrical Safety Regulation Part 2 Division 1 (19) & City of Surrey's Electrical By-Law 15596 (10, 11, and 12.)

The process to amend a permit for extra time if it has expired, in this AHJ is as follows:

1. You are required to pay the expiry fee as per the City of Surrey's Electrical By-Law 15596 (10, 11, and 12.)
2. After the expired permit extension fee has been paid; the Contractor is required to submit a CAF to:
 - e.inspections@surrey.ca requesting a permit extension, or request a final site review.
 - If an expired permit extension fee has been paid and a CAF has not been submitted within **one business day** to e.inspections@surrey.ca the permit may expire again dependant on the original expiry date and another expired permit extension fee will be placed on the permit.

As the permit holder you are responsible to ensure the electrical permit does not expire, along with the compliance and safety of the installation performed under the permit.

- It is highly recommended contractors sign up for online permitting privileges. The Online Permit System provides the status and an indication of each permit's expiration date. Permits that are left to expire will be subject to the requirements of Surrey's Electrical By-Law 15596 (10, 11, 12.), expired permit extension fee, with no exceptions. If you do not have a copy of a "Final - Passed" inspection certificate, consider that permit not finalized.

Permit Extension Requests:

Extension requests before permit expiration date:

- Installation Permits: Submit your Contractor's Authorization and Declaration of Compliance form to e.inspections@surrey.ca to request a permit extension on an issued installation permit before the 180-day expiration for regular installation permits to avoid the extension fee.
- Temporary Construction Permits: Temporary Construction Service electrical permits are valid for 120 days from issuance or from the last electrical inspection. Follow installation permit instructions above to extend.

Electrical Safety Regulation Part 2 Division 1 (19):

1. *If a person holds an electrical installation permit, the field safety representative named on the permit must request an inspection at least once every 180 day period.*
2. *If no inspection request under subsection (1) has been submitted within a 180 day period, the holder of the permit must have the permit amended to allow for extra time before performing any regulated work.*

CITY OF SURREY BY-LAW 15596

11. *An **electrical permit** for the supply of temporary power to a construction site shall be valid for a period of one hundred twenty (120) days from the date of issue.*

Extension requests after the permit expiration date:

After the expired permit extension fee has been paid; the Contractor is required to submit a CAF to:

- e.inspections@surrey.ca requesting a permit extension, or request a final site review.
- If an expired permit extension fee has been paid and a CAF has not been submitted within **one business day** to e.inspections@surrey.ca the permit may expire again dependant on the original expiry date and another expired permit extension fee will be placed on the permit.

If you don't submit your CAF within 1 business day of paying the administration expired permit extension fee, requesting a permit extension or final site review.

- Your ability to receive a permit may be suspended until further notice. A notice referring to this expired permit will be placed on tax role; this information is available to owners and purchasers of this property. This record will be removed once a final approval has been granted for this electrical permit.
- (See expired permit extension fee on current permit application form)

Please visit <http://www.surrey.ca/city-services/1383.aspx> for more information on permit extensions.

If you have had an electrical permit application placed on hold for expired permits requiring action; to release the held permits you must:

2. Email electricalpermitamendments@surrey.ca with your LEL # and "Expired permit fees paid" in the email subject line. E.G. (expired permit fees paid LEL: xxxxxx)
3. Send your Contractor's Authorization and Declaration of Compliance form to e.inspections@surrey.ca requesting a permit extension, or final within 1 business day of paying the fee. (This is the FSR's declaration the installation has been left in a safe and compliant manner.)