

## Home Owners applying for Electrical Permits

The purpose of this brochure is to provide information to home owners planning to do electrical work in their own home.

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*"This information is provided for convenience only and is not in substitution of applicable City Bylaws or Provincial or Federal Codes or laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

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Prior to obtaining an electrical permit, please read this brochure and the "[Electrical Safety Homeowner Information Guide](#)" and acknowledge its contents by filling out a "[Home Owner Declaration](#)" form.

### Home Owner Permit

According to the Electrical Safety Act, B.C. Reg. 487/95, a permit may only be issued to the registered owner of a single-family dwelling. If the dwelling is not yet constructed, the registered owner must live in the dwelling for a minimum of six (6) months after an occupancy permit has been issued.

Satisfactory evidence of knowledge of electrical installation is required prior to issuance of an electrical permit. If you are not knowledgeable in electrical installation, acquire the services of a certified electrical contractor to obtain an electrical permit and to do the work.

If a home owner permit is issued, all the electrical work must be performed by the registered owner. Assistance may be obtained from qualified persons not under contract who do not receive remuneration. You must provide name, TQ number, and phone number of person(s) assisting you with the electrical work.

Home owners cannot not apply for electrical permits for single family homes with secondary suites, or suite ready elements.

## Prior to Obtaining an Electrical Permit

- Ensure that you are familiar with the latest edition of the B.C. Electrical Code, wiring methods and building construction before undertaking the electrical installation. Improperly installed electrical equipment can create a hazard to life and property.
- Provide the basic information relating to the installation (conductor and circuit breaker sizes, sketch and heat loss calculation for electric heating, cost of labour and materials, etc.) when applying for an electrical permit.
- Contact B.C. Hydro & Power Authority for a "pole location" prior to the issuance of an electrical permit if you require a service connection or if alterations are to be made to your electrical service. All of service conduit or cable must be located outside finished walls, therefore, locate your panel as close as possible to the meter base to avoid long runs of exposed cable/conduit.

## When to Obtain an Electrical Permit

Do not obtain an electrical permit until you are ready to begin work. Except by special permission, the permit is void if:

- the installation has not commenced within sixty (60) days of the date of its issuance;
- or**
- there has been no progressive work for a period of one hundred and eighty (180) days.

## Electrical Inspections

Electrical equipment and wiring shall not be covered or energized until accepted by the Electrical Inspector. To obtain this acceptance, regulations require that you notify this office and request inspection when the installation is ready for inspection. A minimum 24 hour advance notice is required when calling for inspection.

### Rough Wiring Inspection

A rough wiring inspection applies where wiring is to be covered underground or inside the building construction. All wiring should be installed with outlet boxes as required, and circuit splicing must be completed. New circuits should not be connected to the circuit breaker at this time. The Electrical Inspector will post an Electrical Inspection notice advising of the acceptance or rejection of the rough wiring.

If the installation is accepted, the electrical wiring may be covered by insulation, interior sheathing, backfilling of trenches, or pouring of concrete may proceed, subject to fulfillment of any other Building Department requirements; i.e., building, plumbing, etc.

If the installation is rejected, the notice will list the objections that need to be rectified, and a rough wiring inspection will need to be requested again. (Re-inspection fees may be charged for further inspections.)

## **Final Inspection**

Final inspection may be requested when the electrical installation is complete, although other aspects of the building may not be complete. All switches, receptacles, baseboard heaters, built-in appliances, etc., should be installed, the branch circuits should be connected to the circuit breakers and the circuit directory should be completed. The Electrical Inspector will post an Electrical Inspection Notice advising of the acceptance or rejection of the complete installation. If the installation is accepted, the notice will advise accordingly. If the installation is rejected, the notice will list the objections that need to be rectified prior to calling for re-inspection (re-inspection fee may apply).

In some instances, it may be possible to obtain both rough wiring and final inspections at the same time.

## **Number of Inspections**

A maximum of two (2) inspections will be made under each permit. Additional inspections may require a re-inspection fee.

## **Further information**

For more information please call the Building Department at 604-294-7130

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