



CONTRACTOR'S ELECTRICAL PERMIT Plans & Documents Requirements Checklist

PL1219 (R2016-03)

Trade Permit Number: _____

When main service amperage (including temporary service) is 600 or greater, AND/OR the underground conductors are 1/0 and larger, AND/OR the main service is high voltage, plans and documents review is required prior to requesting for the following inspections:

- Electrical Main Service Inspection
- Electrical Underground Inspection
- Final Electrical Inspection

REQUIRED PLANS/DOCUMENTS

The following information is required for a thorough evaluation and timely decision on your submitted plans and documents. To help with your submission, check ☒ all the required documents listed below:

- ☐ Single line diagram
- ☐ Electrical equipment manufacturer's shop drawings
- ☐ Short circuit current (ISC) at main service
- ☐ Short circuit current (ISC) at all other downstream panel boards and disconnect switches
- ☐ Switch gear bracing (rating)
- ☐ Indicate if series rated
- ☐ Indicate if fully rated system
- ☐ Indicate if located in flood plain area
- ☐ Underground installations for conductor sizes 1/0 and larger (See Rule 4-004 of the Canadian Electrical Code)
 - ☐ Indicate Appendix D ampacities table and configurations referenced for installation OR;
 - ☐ Provide a calculation based on IEEE Standard 835 (see Alberta Electrical STANDATA Section 4-Conductors, Rule 4-004)

IMPORTANT

- You must include all the documents listed above to avoid delays in processing your application. Failure to provide all the necessary documents that pertain to your trade permit application may result in the return of your plans and documents submission package
- Plans and documents submitted must adhere to applicable codes, standards and regulations

INSTRUCTIONS

To expedite the review and approval process, and to enable us to provide you with a high level of customer service, please ensure that:

- Plans and documents submitted are clear, legible and precise
- Plans and documents are prepared to professional drafting standards
- All required plans and documents are submitted at the same time, including a completed copy of this checklist
- Checklists may be updated periodically. Please ensure you have the most recent version by clicking on the link included in your permit confirmation email

HOW TO SUBMIT

Email

electrical.inspection@calgary.ca

Drop-Off

Attention: Technical Assistance Centre (TAC)
#10, 11195 42 Street SE
Calgary, Alberta

Mail-In

City of Calgary, PO Box 2100, Stn. M,
Calgary, AB, T2P 2M5,
Attention: Technical Assistance Centre (TAC)
Mail Code 0251

For further information email electrical.inspection@calgary.ca or telephone 3-1-1.