



Annual Permits: Purpose & Process

In accordance with the Permit Regulation Section 23-A permit issuer may issue an annual permit to effect alterations or additions on the premises for electrical, gas or plumbing. This includes minor repairs to the electrical system on the premises or any components tied into or service this electrical system. The permit does not entitle the owner or operator to effect major alterations in or additions to the premises.

To apply, a permit application is submitted, noting it as an annual permit. Once issued, the permit applicant you will be sent copies of the permit documents, the issued certificate and sample permit log book. Originals will follow in the mail. The certificate is to be placed at the location to which the annual permit is issued.

Who can obtain the permit? An owner or operator can apply for an annual permit but a certified trades person must be doing the work. For Electrical, Plumbing & Gas this can be a journeyman. A master electrician is not required in this instance. The Annual Permit can be issued to the owner without having the signature or information on the application. The journeyman doing work will record his info in log book. Work completed must be general maintenance.

A log book is required to be kept for all work completed and is to be produced prior to the mid-term and final inspections.

The mid-term inspection is approx. 6 months from the date of issuance and the final in the 12th month from the date of issuance.

See attached a sample certificate and sample log book for your reference.



ANNUAL ELECTRICAL PERMIT

This permit issued to {Full legal name of business}, at {project location}, on {date of issuance} and expires on {date one year from issuance}.

This permit is issued to effect minor repairs, alterations or additions on this premises & does not include major alterations or additions.

Issued by:

Permit Issuer Name
DOP #P0000XXXX

This permit to be displayed in a conspicuous place.

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