



# ATTENTION!

2nd Quarter 2013

## Electrical Contractors

### Surrey Electrical Safety Officers are now using laptops

Surrey's Electrical Safety Officers (inspectors) will soon be performing electrical inspections using the Building Division's new mobile inspection laptops. Each Safety Officer will be assigned their own computer and printer which will allow printing of certificates and orders onsite.

Inspection results and deficiencies will be chosen from a standardized pick list by the Safety Officer on site with results communicated in real time back to the City's inspection department. Any non-compliances identified during the inspection will now reference the applicable rule and or regulation on the printed certificate of inspection. This new process offers several benefits including:

- Certificates of Inspections will now be easier to read.
- Certificates of Inspections will now contain consistent language between inspection areas.
- Inspection results will be more consistent due to pre-set standard wording assigned to each deficiency.
- Inspection result will be a permanent record and able to be reprinted if required.
- Non-compliances will now reference the applicable rule, regulation, policy, etc. in most cases this will allow the installer to readily identify and correct any non-compliance items without having to contact the Safety Officer to discuss.
- Increase in coordination between all sections of the Building Division. For example, the Building Inspector will be able to apply appropriate action as a result of an electrical rough wiring inspection.

In order to facilitate the use of our new mobility system a few administrative changes have been made. The two primary changes you may notice are to our electrical permit application and contractor authorization (CAF) or declaration of compliance forms.

### Permit Application Form

Surrey's electrical contractor paper and online permit applications have been updated to more accurately capture the proposed scope of work. The revised permit application form now offers you more mandatory options when choosing your scope of work. It is important that you accurately complete the new permit application as explained below:

### Declaration of Compliance and Inspection Request Form (May 1st, 2013)

Surrey's Contractor Authorization Form (CAF) or declaration of compliance has been modified to support the use of our new mobility system.

**After May 1<sup>st</sup>, 2013, the Electrical Section will only accept City of Surrey Electrical Contractor Authorization & Declaration of Compliance Electrical Inspection Request Forms CAF) and the new the Permit Application forms.**

# Mobility—Inspectors with laptops

Surrey's new Electrical Permit Application and the Contractor's Authorization Forms (CAF) can be downloaded as fill-in Adobe PDF forms at [www.surrey.ca/electrical](http://www.surrey.ca/electrical). These forms must be accurately completed as outlined on the following pages. Additional work not defined on the original permit application form will now require a new permit. To reduce possible delays when issuing a permit, the contractor must accurately declare the value of the entire scope of work inclusive of the full cost of all labour and materials at fair market value. When applying for Safety Check and

Repair permit for work done by others, the declared value must account for the estimated value to complete the original work.



CITY OF SURREY		EF-011-2013	
Planning & Development – Building Division (Electrical Section) 14245 – 56 Avenue, Surrey, B.C. V3X 3A2 Phone (604) 591-4240 Fax (604) 591-4440			
(Please Use Block Letters)		DATE:	
CONTRACTOR ELECTRICAL INSTALLATION PERMIT APPLICATION			
CONTRACTOR INFORMATION		INSTALLATION INFORMATION	
Contractor Name:		Installation Address:	
Address:		Contact Name:	
City:	Postal Code:	Contact Numbers:	
Phone No.:	Fax No.:	Please enter the TOTAL JOB VALUE of the installation contract. [Include all labour and materials] [Materials supplied by the owner are to be included at market value]	
Cell No.:	E-mail:		
BCSA Contractor License No.: LEL		Total Job Value: \$ _____	
Business License No.:		Permit Fee: \$ _____	
FSR No.: CEL	FSR Class:	<b>FOR OFFICE USE ONLY:</b>  Application taken by: _____ BP #: _____ EP #: _____ Receipt #: _____ Issuing Officer: _____	
FSR Name:			
FSR Signature:			
<b>1. Work Proposed</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition / Alternation <input type="checkbox"/> Safety Check/Repair		<b>3. E .Low Voltage Details Under 30V</b> <input type="checkbox"/> Access Control <input type="checkbox"/> Audio/Video <input type="checkbox"/> Cablevision <input type="checkbox"/> Computer Data Cabling <input type="checkbox"/> Fire Alarm <input type="checkbox"/> HVAC Control <input type="checkbox"/> Lighting Control <input type="checkbox"/> Overhead Door Control <input type="checkbox"/> Security System <input type="checkbox"/> Security cameras <input type="checkbox"/> Sound System <input type="checkbox"/> Telephone <input type="checkbox"/> Underground Only <input type="checkbox"/> Vacuum System  <b>Installation Type:</b> <input type="checkbox"/> Finishing Only <input type="checkbox"/> Prewire Only <input type="checkbox"/> Prewire & Finishing	
<b>2. Sub Category</b>  <b>Single-Residential</b> <input type="checkbox"/> Authorized Secondary Suite <input type="checkbox"/> Coach House Dwelling <input type="checkbox"/> Detached Garage or Workshop <input type="checkbox"/> Duplex Dwelling <input type="checkbox"/> Mobile Home (Pad only) <input type="checkbox"/> Other Structure <input type="checkbox"/> Single Family Dwelling (SFD) <input type="checkbox"/> SFD (suite ready) <input type="checkbox"/> SFD (c/w authorized secondary suite)  <b>Multi-Residential</b> <input type="checkbox"/> Apartment/Condominium <input type="checkbox"/> Hotel <input type="checkbox"/> Motel <input type="checkbox"/> Townhouse/Row House  <b>Traffic Control/Street Lighting</b> <input type="checkbox"/> Combination Traffic Control/Street Lights <input type="checkbox"/> Street Lighting only <input type="checkbox"/> Traffic control only  Surrey Project No.: <i>Note, plans must be submitted with this application for all Traffic Control/ Street Lighting permit applications. In addition you must indicate the type, quantity and wattage of all street lights to be installed and or modified under this permit application.</i>		<b>4. Low Voltage Details 30V to 750V</b> <input type="checkbox"/> Distribution Panels <input type="checkbox"/> Connection of Site Trailer(s) <input type="checkbox"/> Crane (Temporary) <input type="checkbox"/> Crane (Permanent) <input type="checkbox"/> Electric Heat <input type="checkbox"/> Equipment Connections <input type="checkbox"/> EV Charging <input type="checkbox"/> HVAC Equipment <input type="checkbox"/> Lighting <input type="checkbox"/> Lighting Retrofit <input type="checkbox"/> Other (details below) <input type="checkbox"/> Photovoltaic Generation <input type="checkbox"/> Pool / Spa <input type="checkbox"/> Receptacles <input type="checkbox"/> Sign Connection <input type="checkbox"/> Standby Generator <input type="checkbox"/> Sump Pump <input type="checkbox"/> Underground Only <input type="checkbox"/> Wind Generation	
<b>Commercial</b> <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Barn <input type="checkbox"/> Bus Shelters <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Multi-Tenant Building <input type="checkbox"/> Single-Tenant Building  <b>Pump Station</b> <input type="checkbox"/> City of Surrey <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Multi-Residential <input type="checkbox"/> Provincial/Regional District  <b>Communication Utility Installation</b> <input type="checkbox"/> Telephone Booth Installation <input type="checkbox"/> Cellular Equipment Installation <input type="checkbox"/> Telecom Power Supply <input type="checkbox"/> Cablevision Power Supply  <b>Temporary Construction Power</b> <input type="checkbox"/> Commercial Site <input type="checkbox"/> Multi-Residential Site <input type="checkbox"/> Single-Residential Site		<b>5. High Voltage Details Greater than 750V</b>  <input type="checkbox"/> Utility Take -Over Service <input type="checkbox"/> Customer-Owner Service	
		<b>6. Service Details</b>  <input type="checkbox"/> New Electrical Service To Be Installed <input type="checkbox"/> Upgrade Of An Existing Electrical Service <input type="checkbox"/> No Change To Electrical Service  <b>Service Type:</b> <input type="checkbox"/> Underground Supply <input type="checkbox"/> Overhead Supply <input type="checkbox"/> Dip Service [overhead to underground]  <b>Metering:</b> <input type="checkbox"/> Metered <input type="checkbox"/> Unmetered  Voltage: _____ Amperage: _____ Phase: _____	
<b>6. Please provide any addition details required to accurately describe the scope of work to be included under this application:</b>			



## Permit Application—Form Areas

### Form Sections:

**Contractor Information:** The contractor must fully complete this information box.

It is also important to note that the an identified FSR which is not listed by the BCSA must be registered with the City prior to indicating this alternate FSR. You may email or fax a copy of your FSR list to the City on your company letter head paper. The list must include the full name, number and class of the FSR as registered with the BCSA.

The applicants signature must be included. The FSR named on the permit application will be the FSR responsible for the job and complete all CAFs requesting inspections. This FSR will also be the individual who must attend any inspections if requested by the Safety Officer.

*Note: an application will be delayed or possibly rejected if not completed as indicated below.*

**Installation information:** The contractor must accurately complete the address and include any building and or unit numbers if applicable.

The contact's name and phone number would be other persons to contact on site if required.

The total job value and permit fee declared for the scope of work for this installation must reflect the full cost of the contractor's labour and all materials at fair market value. Permit applications for Safety Check and Repair of work done by other without permit must reflect the estimated cost of all labour and materials for the work done by others. i.e. no minimum fee permits for extensive work done by others.

**1: Work Proposed:** The contractor **must** select one of the following:

- **New Construction:** If this is a new project or electrical installation for a new building.
- **Addition / Alteration:** If the work performed in an existing building or an addition or modification to an existing system.
- **Safety Check/Repair:** Repairs to an existing system. Safety Check and or Repairs for work done without permit or work done by others must reflect an estimated value of all labour and materials for the original work. Failure to provide a fair marker estimate value for previous work my delay your application until further clarification can be supplied

**2: Sub Category:** Depending on the building or installation type, the applicant must identify at least one or more sub category types which describe the project, building other type.

**3:, 4: & 5: Voltage:** The applicant must select at least one or more options from areas 3,4 or 5 as applicable to indicate the voltage ratings for the work being performed. The contractor must indicate on low voltage (<30V) the work covered and indicate if the permit type covers the complete either, *Prewire & Finish*, *Prewire Only* or to *Finish Only* the work done by other as applicable.

**Area 4, 30v to 750v** requires all relevant options applicable to this permit to be identified.

**Area 5, >750V** requires an indication whether this is utility take over or if this a customer owned installation. Documentation and checklists will be required by the inspector indicated by the conditions placed on the permit for the selected type of utility.

Note: The FSR class must be suitable for the work indicated. The permit value must reflect all options selected on the application.

**6: Service Details:** The contractor must indicate one of the following sections describing any work is performed to the building or installation service.

**Service type:** The contractor must indicate the service type if the work is for new Service or Upgrade of an existing service.

**Metering:** The contractor must indicate whether the service is metered or unmetered if the work is for New or upgrade to an existing service.

**7: Remarks or Details:** Please provide any additional information regarding your permit application here.

**Mobility**—Inspectors with laptops  
Contractor's Authorization Forms (CAF)



Inspection Request Line (604) 591-4240  
Inspection Fax Line (604) 591-4440

Inspection Schedule Line (604) 591-4650  
Email [electrical@surrey.ca](mailto:electrical@surrey.ca)

**ELECTRICAL CONTRACTOR AUTHORIZATION & DECLARATION OF COMPLIANCE ELECTRICAL INSPECTION REQUEST FORM (CAF)**

This form must be filled in by a Field Safety Representative once they have physically inspected the regulated work and determined its compliance. Re-Inspection fees may be assessed when an inspection of a previously identified noncompliance is performed (1 hour minimum charge). Please note, Electrical Safety Regulation 19 (4) states regulated work must not be concealed or energized unless inspected or the inspection has been waived.

**THIS FORM MUST BE LEGIBLE AND FILLED IN CORRECTLY TO COMPLETE THE INSPECTION REQUEST PROCESS**

**A. INSTALLATION DETAILS:**

Permit Number: E-	Installation Name:		
Address:	Street / Ave:	Unit No:	Bldg No:

**B. LICENSED ELECTRICAL CONTRACTOR INFORMATION:**

Contractor Name:			Licensed No: LEL
Phone:	Fax:	Mobile:	Email:

**C. DECLARATION:**

"I, \_\_\_\_\_, a FSR (Field Safety Representative) for the above Contractor, hereby declare that I have inspected the electrical installation authorized under the above mentioned electrical permit which has been installed in compliance with the Safety Standards Act and Regulation of British Columbia and the City of Surrey Electrical By-Law 15596.

FSR No: CEL	FSR Class:	FSR Signature: _____	YYYY	MM	DD
			20	/	/

**D. REQUEST:**

**Electrical Service Inspection** (Service upgrades and repairs are subject to the requirements of BCSA Bulletin No: B-E3 091214 2)

Service Type  New Service  Service Repair  Service Change  Temp. Service

Electrode Type  Manufactured  Field Assembled  In-Situ  Other: \_\_\_\_\_

Metering Type  Self-Contained (Hot)  Self-Contained (Cold)  Transformer  Not Applicable

Service Details	Voltage (Line To Line)	Amperage	Phase	Electric Heat Load (KW)

**Rough Wiring Inspection** (Rough wiring covered without prior approval will not be accepted)

R/W Progress  All R/W Is Complete (no further R/W inspection(s) to be requested under this permit)  
 Partial R/W Only \_\_\_\_\_  
Partial R/W Location \_\_\_\_\_

R/W Details  Ceiling (Finished)  Ceiling (T-Bar)  Ground Electrode(s)  Pool / Spa Bonding  
 Raised Floor  SFD Structure  Slab  Underground  
 Wall(s)  Other: \_\_\_\_\_

**Final Inspection**

All Work Is Complete (Requesting permit to be closed, no further inspection to be requested)  
 Partial Final Only \_\_\_\_\_  
Partial Final Location \_\_\_\_\_

Permit extension only. Work is in progress and installation is safe (*this is not an inspection request*).

All non-compliances identified 20 \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_ have been corrected and a re-inspection is requested.

**E. ADDITIONAL REMARKS**



## **Form Sections:**

*Note: Your CAF request for inspection may be delayed or possibly rejected if not completed as indicated below. The CAF form is a legal document and must be completed in full.*

**A - INSTALLATION:** The contractor must complete the permit number and all blocks indicating the complete address and building or unit numbers as applicable. *Incomplete or incorrect information may delay or cause the inspection to be suspended.*

**B. LICENSED ELECTRICAL CONTRACTOR INFORMATION:** The FSR requesting the inspection must complete this area indicating the company name and license number plus, phone and or fax , mobile number and or email. *Incomplete or incorrect information may delay or cause the inspection to be suspended.*

**C: DECLARATION:** Only the permit FSR or alternate registered FSR must complete this area indicating their name plus signature, their FSR number and Class including the date requested. *Incomplete or incorrect information may delay or cause the inspection to be suspended.*

**D: REQUEST:** The permit FSR must indicate the details of the request. If an inspection is required, one or more of the following must be completed:

- ◆ **Electrical service Inspection:** If the request involves work relating to a service, the FSR must indicate one or more of the applicable options as applied to this inspection request.
  - **Service Type:** select the applicable service type.
  - **Electrode Type:** select the applicable electrode type.
  - **Metering Type:** select the applicable
  - **Service Details:** indicate the voltage, ampacity, phase and the electric heat load if applicable.
  
- ◆ **Rough Wiring Inspections:** If this request includes a rough wire inspection,
  - **R/W Progress:** The FSR must indicate if this is a Complete R/W or partial R/W inspection. All partial R/W inspection will require additional instructions such as the location areas.
  - **R/W Details:** If the inspection involves a R/W inspection, one or more types must be selected. Please indicate any additional instructions in the remarks area.

**Note:** *No additional rough wiring will be permitted under this permit once the contractor indicates all Rough Wiring is Complete.*

*If you anticipate additional work such as underground lighting, gate operators landscaping etc. ,do not indicate R/W complete otherwise a new permit will be required.*

- ◆ **Final Inspection:** If this inspection is for a final, the FSR must select one of the following options.
  - **All Work Complete:** Indicates all work is complete for this permit. Once this is selected, all subsequent regulated electrical work performed at this location will require a new electrical permit.
  - **Partial Final Only:** If this is a partial final inspection for a specific area, the FSR must indicate what areas this final inspection covers in the remarks area.
  
- ◆ **All Deficiencies and or Non Compliances Identified:** The FSR must use this option to indicate that all deficiencies noted on any previous inspection certificate have been resolved. The FSR must also note the date of the previous certificate of inspection.

**E: ADDITIONAL REMARKS:** The contractor must provide any additional information describing the work to be inspected or any added instructions required by the inspector.

Check Surrey website at [www.surrey.ca/electrical](http://www.surrey.ca/electrical) for more information.

