

ELECTRICAL INSPECTIONS ANNUAL PERMIT INFORMATION

Annual Permit Application
 #177-1621, Albert Street Regina, S4S 0Z1
 248 051

<<PERMIT >>
 Expiry Date: _____

EMPLOYER INFORMATION

Name of Employer: _____
 Head Office Address: _____
 Street / PO Box _____ City _____ Province _____
 Postal Code: _____ Phone Number: _____
 Licence Number: _____

I certify that this information is true and correct and I make application for an annual permit in accordance with Section 37 of the Electrical Inspection Regulation.

Name (Print) _____ Employer Signature _____ Date _____

WORK LOCATION INFORMATION

Location of work being Performed? _____
 As of the date of this application, the electrical workers employed by the applicant to perform the work of electrical installation on the premises are as follows:

NAME	LICENCE No.	Licence Type	NAME	LICENCE No.	Licence Type

Contact Name: _____ if home _____ to arrange for inspections

NOTE: fees for annual permits shall be determined based on licensed journeymen employed in accordance with the following:

- Annual permit fee (per work Location) 50.00
- Annual permit fee (per journeyman electrician (JE)) 750.00
- Annual permit fee (per apprentice (AI)) 500.00
- Annual permit fee (per restricted journeyman (RJ)) 500.00
- Annual permit penalty late removal per (JE) 250.00
- Annual permit issued after July 1st (Work location plus 50% of annual permit fees)
 Enclosed Permit Fee \$ _____ (Make payable to TSA)

TASK OFFICE USE ONLY:

Inspector _____ Payment _____ Inspector _____

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Introduction

This Information Paper contains interpretations, guidelines, and intent as it applies to employers, employer licenses and employer annual permits as they are defined in *The Electrical Licensing Act* and/or *The Electrical Inspections Act* and their associated regulations. It is intended that this information paper provides a clear understanding of the application and use of an annual permit.

Annual Permit

All annual permits are registered with TSASK Inspections by work location. **Each work location will require a separate annual permit at a cost of fifty dollars.** For rural service addresses, a work location is defined by a meter location (i.e. three oil wells or three buildings served by one meter will count as one location).

In addition to the work location fee, there is also a fee for each Saskatchewan Licensed Journeyman and/or Apprentice that is registered by the employer. Each employer will be required to list all Saskatchewan Licensed Journeyman(s) and Apprentice(s) who may work at any of the registered locations. If any new Journeymen or apprentices are hired through the year, they may be added to the annual permit at that time and licensing should be notified.

No Journeyman or apprentice may work under an annual permit without being registered and no contractor may work under an Employers Licence.

Annual Permit Example

An employer has five (5) work locations (\$50 each) and employs two (2) Journeyman Electricians (\$750 each), two (2) Apprentice Electricians (\$500 each) and one (1) Restricted Journeyman (\$500 – Restricted Licence).

• 5 locations x \$ 50.00	=	\$ 250.00
• 2 Journeyman x \$ 750.00	=	\$ 1,500.00
• 2 Apprentices x \$ 500.00	=	\$ 1,000.00
• 1 Restricted Journeyman x \$ 500.00	=	<u>\$ 500.00</u>
TOTAL FEE for the employer	=	\$ 3,250.00

In this example, the employer will have to complete five (5) separate annual permit applications and will receive five (5) Annual Permits.



Annual Permit Holder Requirements and Responsibilities

Major Installation

- Annual permits are intended for regular maintenance work only. If considering new work of an electrical installation or major repairs to existing facilities or equipment, then contact the local area electrical inspector to see if separate permits will be required.

Service Connection

- If a service connection is required, a separate permit will be required to be purchased to have a meter installed or service connected.

External Contractors

- No external contractor may perform any work of electrical installation or maintenance under an employer's annual permit. A contractor is required to submit a permit for any electrical installation or maintenance they perform.

Employer's Responsibility

- It is your responsibility to compile documentation (i.e. logbooks, work orders etc.) for all work completed at each location, in the year covered by the annual permit. This documentation will be reviewed by the inspector at the time of the inspection.

Annual Permit Legislation

Electrical Licensing Act E-7.2

Section 23(1) No employer shall do any work of electrical installation unless he holds an employer's licence.

Section 23(2) An employer's licence may be issued to a person who employs at least one individual who:

- a) Holds a journeyperson's Licence; and
- b) Is not employed by the holder of a licence other than the applicant, unless the holder holds a supply house licence;

to perform the work of electrical installation on premises owned or occupied by him.

"employer" means a person who employs one or more journeyperson in:

- a) his business;
- b) a building or premises he owns or occupies;
- c) a municipal, provincial or federal building or plant; an assembly or public building;



- d) an apartment, commercial, industrial, institutional, storage or mixed- occupancy building;
 - vii. a radio broadcasting station;
 - viii. a mine or quarry;
 - ix. a travelling show;
 - x. a building or plant of a railway, express or telegraph company; or
 - xi. any other prescribed premises;

but does not include the holder of a contractor's licence, a restricted contractor's licence, or a limited contractor's licence.

The Electrical Inspection Regulations

Section 17(2) A person who holds an employer's licence pursuant to *The Electrical Licensing Act*:

- (a) must obtain an annual permit; and
- (b) where the person has more than one set of premises on which one or more journeypersons are engaged on a full-time basis, must obtain an annual permit for each of those premises.

Section 17(3) An annual permit authorizes work of electrical installation, other than any major installation, on the premises of the holder by journeyperson(s) employed on the holder's staff.

Annual Permit Contact Information

For more information about Electrical Inspections Annual Permits, please contact:

TSASK Electrical Inspections

#177-1621 Albert Street
Regina, SK S4P 0S1

Toll-free: 1.866.530.8599
Email: geis@tsask.ca

