



PR - 20__ -

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Email: permits@yellowknife.ca in a PDF format.

Deliver or mail to: City Hall, 4807-52 St, Yellowknife, NT X1A 2N4

For Building Services & PW & Engineering: 867-920-5600

MECHANICAL PERMIT APPLICATION - OFFLINE

Please note: by submitting a paper format application, in order to check the status or submit additional documents, you need to create a profile online on CITYVIEW and contact Customer Service to link your profile with your application.

I. GENERAL INFORMATION

Applicant: _____ Email: _____
 Address: _____ Phone: _____
 Owner (if different than Applicant): _____ Phone: _____
 Address: _____ Email: _____
 Contractor: _____ Phone: _____
 Address: _____ Email: _____

II. PROJECT INFORMATION

Project Municipal Address: _____
 Legal Description - Lot: _____ Block: _____ Plan: _____

Residential : Non-Residential : MECH. SYSTEM(S) : Alteration ; New ;

Building Services Division Total Value of Work - Materials + Labour (even if Owner supplied) --- PR - 20__ -
 - Valued at Market Rates

| | Quantity: | X | Value of work/Item: | = | Total: |
|---|----------------------|---|--|---|-------------------------|
| 1. Heating System | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| TYPE OF FUEL Oil <input type="checkbox"/> Solid Fuel <input type="checkbox"/> | | | TYPE OF APPLIANCE Hydronic <input type="checkbox"/> Furnace <input type="checkbox"/> Boiler <input type="checkbox"/> | | |
| 2. Solid Fuel Appliance: | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 3. Oil Tanks: | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 4. Drainage/Waste/Vent: | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 5. Ventilation: | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 6. Fire Control Systems, Sprinklers: | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 7. Water/Sewer Tank(s): | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |
| 8. Other : | <input type="text"/> | X | <input type="text"/> | = | \$ <input type="text"/> |

Please specify: _____

TOTAL VALUE OF WORK (Items 1-8) \$

III-A. PERMIT FEES for Building Inspection Work Items

TOTAL VALUE OF WORK (Items 1-8) /1,000.00 X \$7.00 = + Processing fee \$50.00 = **Permit Fee**

Public Works and Engineering Division

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Quantity: X Value of work/Item: = Total: \$

1. Water/Sewer Connection (Piped)

III-B. PERMIT FEES for Public Works and Engineering Work Item

TOTAL VALUE OF WORK (Items 1) /1,000.00 X \$5.00 = + \$50.00 = Processing fee Permit Fee

Total Value of Work = Materials + Labour (even if Owner supplied) + Design Fees + Taxes - All Valued at Market Rates
Please exclude electrical work and propane work which is covered by permits with Public Safety, GNWT.

Name on the Card: _____ CVD#

Credit Card #: Expiry Date:

IV. GENERAL NOTES, PROCESS

| | |
|---------------------------------|--|
| Submission | Applications, documents and payments are submitted to the customer service. A flat fee of \$10.00 will be charged for all non-electronic submissions as per By-law No. 4436 (Fees and Charges By-law, as amended). |
| Plan Examination | Application is verified. Submitting an incomplete or incorrect application will delay the processing time. Content of documents is verified and additional information/corrections may be requested. These can be emailed directly to the inspector or uploaded online to the Permit. (A customer's profile is required). |
| Permit Approval | Permit and Plan Examination is issued and sent by email. Plan Examination specifies the required inspections, departments that are involved, final documents requested for occupancy and conditions of Permit. The Permit must be posted on site, in a conspicuous place. |
| Construction Inspections | Construction begins and Inspections are required as stated on the Permit. Applicant is responsible to request inspections by; directly calling the inspector or reception at (867)920-5600; or emailing an inspection request to: "inspectionrequest@yellowknife.ca" |
| Construction Inspections | All Inspections are passed; Agencies and/or involved Departments have to sign off the related work; Final documents from professionals and/or other agencies are provided and Final Inspection for Occupancy is passed. The Occupancy Permit is signed and the Construction is ready for Occupancy. |

V. REQUIRED PLANS, SCHEDULES and DOCUMENTS PROVIDED BY OTHER AGENCIES

Regidtered Design Professionals: This application is accompanied by all required PLANS and FORMS Yes

GNWT: This application is accompanied by Office of Fire Marshal plan review. Yes

GNWT- Safety Branch, provides inspections, registration and permits for: electrical work, elevators; boilers and pressure vessels; gas installations.
GNWT- OFFICE OF FIRE MARSHAL reviews plans and specifications for the construction, alteration or repair of structures to make sure proper precautions are taken against fire and the spread of fire. For more information please see Section 3 of Fire Prevention Act, visit www.justice.gov.nt.ca or contact OFM at (867)767-9161, 21028

VI. DECLARATION OF APPLICANT

I, Owner / Agent _____

certify that the information submitted in this application is true and conforms with By-law No. 4469 to the best of my knowledge.

Applicant's Signature: _____ Date: _____

VII. FOR OFFICE USE ONLY

BUILDING SERVICES Items 1-8 (Page 1) Amount Paid:

PUBLIC WORKS & ENGINEERING Item 1 (Page 2) Amount Paid:

Fees are prescribed in the Fees and Charges By-law 4436

| SERVICE | FEE |
|--|--|
| Mechanical Permits Residential and Non-Residential | \$50.00 + \$7.00 per \$1,000.00 of value of work |
| Re-Inspection Fee Residential and Non-Residential | \$150.00 per inspection (for every re- inspection following a failed inspection) |