



Thinking
about
renovating?

Think permit.

Renovations done without permits can seriously hurt the resale value of your home... or worse, your family's safety.

The best way to protect your family and your home is to hire a BCSA licensed contractor with the appropriate permits.

BRITISH COLUMBIA SAFETY AUTHORITY

Home renovation checklist:

Thinking ahead about your renovation

- Review your home owner's insurance policy. Damages caused by improperly installed electrical or gas upgrades will likely not be covered by your insurer. The best way to ensure renovations are completed safely, legally, and up to code is to hire a BCSA licensed contractor with the appropriate permits.
- Increase your home's liability insurance for the duration of the renovation.
- Increase the insured value of your home to include the new upgrades.
- Review your existing Warranties to ensure that the electrical or gas work you have planned won't limit your coverage.
- Get approval. If you are in a Strata or Community Association, get approval for electrical or gas upgrades. They may require that the work be completed by a licensed contractor.

Before hiring a contractor, ensure they have:

- A valid BC Safety Authority Licence
- References
- Liability insurance
- WorkSafeBC coverage
- Warranties on all work and materials

Written quote includes:

- Total cost of work
- Timeline: start and end date of work
- List of permits and the costs (i.e. electrical, gas, building, etc.)

After hiring a contractor, obtain

- A copy of each permit before beginning work
- A copy of the final declaration

Hiring a contractor licensed by the BCSA with the appropriate permits provides peace of mind. You can't put a price on that.

1.866.566.7233 (SAFE)

www.thinkpermit.ca

Safety
Authority



How do I obtain a permit?

Application forms can be picked up at your local BC Safety Authority office, or downloaded from our web site. Application forms can be submitted in person, by fax or over the phone.

Please visit our web site, www.thinkpermit.ca to download a permit application form or to find the BC Safety Authority location nearest you.

Call Centre

1.866.566.7233 (SAFE)

7am – 6pm, Monday – Friday.

How long does it take to be issued a permit?

The process takes between 15 – 20 minutes, which includes completing the paperwork required and making the payment.

What sort of documents do I need to provide to get a permit?

No documents are required, as long as you have all the information needed to fill out the application form.

Information required:

- Name and address of installation
- Contractor information (or homeowner)

For gas permits:

- Number and type of units being installed (e.g. Boiler, Heater, Fireplace etc)
- Input (in BTU's)

For electrical permits:

- Installation value of job

How long do I have to complete the work once I have obtained the permit?

Electrical permits expire after 180 days if an inspection isn't requested. Gas permits do not expire.

How much does a permit cost?

Gas permit fees are dependant on the number of appliances being installed. Electrical permit fees are based on the value of the renovation. Price lists can be downloaded from www.thinkpermit.ca under *Electrical Permits* and *Gas Permits*.

Are there any special requirements for displaying the permit?

A homeowner doesn't need to display the permit, but it should be kept in a safe place.

A contractor, when not on-site, must display a copy of the *Contractor Authorization Form* which includes the permit number and job status

Is an inspection by BCSA required once the work is completed?

If it's a DIY job, an inspection is required and will be done by a BCSA Safety Officer to ensure that it's safe. If the work is done by a licensed contractor, the inspection is arranged by them.

Does the permit price include an inspection?

The price of a permit for a homeowner doing the work includes a visit from BCSA.

If I've hired a licensed contractor, do I still need to obtain a permit?

Your BCSA licensed contractor can obtain the permit on your behalf, manage the inspection process, and repair all deficiencies.

They have the training and expertise required to do the job safely, and employ people who are qualified and bonded.

For more information please contact us

BC Safety Authority
1.866.566.7233 (SAFE)
info@thinkpermit.ca