



eApply Sub Trades Commercial

Planning and Development

Contents

Sub Trade Permit Application	4
Commercial Gas Permit	5
Select a Business license:	6
Contractor Details:	7
Property Selection.....	9
Choose the type of work.....	9
Folder Information	10
Details for Type of Work	11
Permit Confirmation	11
Payment Summary.....	12
Payment Page – redirected to chase exact.....	13
Receipt Page.....	14
Uploading Documents through the eApply Plan Review Portal:	14
Commercial Plumbing Permit	17
Select a Business license:	18
Contractor Details:	19
Property Selection.....	21
Choose the type of work.....	21
Folder Information.....	22
Details for Type of Work	23
Permit Confirmation	23
Payment Summary.....	24
Payment Page – redirected to chase exact.....	25
Receipt Page.....	26
Uploading Documents through the eApply Plan Review Portal:	27
Commercial HVAC Permit	29
Select a Business license:	30
Contractor Details:	31
Property Selection.....	33
Choose the type of work.....	33
Folder Information.....	34
Details for Type of Work	35
Permit Confirmation	35
Payment Summary.....	36
Payment Page – redirected to chase exact.....	37
Receipt Page.....	38

Uploading Documents through the eApply Plan Review Portal:	39
Commercial Electrical Permit.....	41
Select a Business license:	42
Contractor Details:	43
Property Selection:.....	45
Choose the type of work:.....	45
Folder Information	46
Indicate Wiring Details:	47
Permit Confirmation	48
Payment Summary	49
Payment Page – redirected to chase exact.....	50
Receipt Page.....	51
Uploading Documents through the eApply Plan Review Portal:	52


Sub Trade Permit Application
www.lethbridge.ca/eapply

Click the on the Permit Application Type scroll down to the commercial section then select permit applying for.

Commercial Contractors

Commercial contractors can apply for permits within their discipline here. If you're new to eApply, contact Planning and Development Services for additional information!

Commercial Gas Permit

Throughout the pages this  will give you help about what is required.

Enter the email address and password for your MyCity profile.

Commercial Gas Login

Email Address



Password

Login

Read the [Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Select a Business license:

Commercial Gas

Select a business license

Select the Business License under which the permit will be applied for.

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Click on the blue license box. If the business license is not valid for the permit type you will get the following error.

Commercial Gas

Select a business license

Select the Business License under which the permit will be applied for.

The business license does not meet the proper designation

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Contractor Details:

Applicant – Business Representative is the person who is completing the permit application, this will be used if any additional contact is needed. Changes on this page does not change the MyCity profile.

Commercial Gas

Please enter and confirm the contractor details

Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative

First Name *

Last Name *

Phone *

Would you like to receive email inspection notices?

Yes ✓

No



Site Supervisor (Optional) – This is if you want someone for additional information about this permit. The permit can be added to this person’s MyCity profile, the ability for them to get emails inspection notices.

Site Supervisor (Optional)


First Name

Last Name


Phone

Email

Would you like to send email inspection notices to the site supervisor?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	
------------------------------------	--	---

Would you like to add this permit to the site supervisor's MyCity account?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	
------------------------------------	--	---

Click Continue

Property Selection

Enter in your address that you want to pull the permit on. If you enter in the full address but get no results then try less characters, minimum of four is required.

Commercial Gas

Property Selection

Search format: Unit# House Street e.g. (123 MAIN ST S or 1222 3 ST N)

Enter a minimum of 4 characters to search.



← Back

Select an address tile to continue.

Choose the type of work

Commercial Gas

Choose the type of work

Type of Work

Please specify the nature of work being performed for this permit application:

New



Alteration



Temporary Gas



← Back

Continue →

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the gas permit. Include appliances and total BTU load

Construction Value – Construction/installation value for the gas system is to include all materials, and fair market value for labor.

COMMERCIAL GAS PERMIT

ENTER AN ACCESS CODE AND A DESCRIPTION OF WORK

Folder Information

Folder Access Code*

Create an access code for the permit

?

Job Number

Enter the job number (optional)

?

Project Name

Enter the project name

?

Description of Work*

Enter a description of the nature and extent of the work to be completed including the make, model, and BTU load of any gas appliances being installed.

Construction Details

Construction Value*

Enter the construction value

?

Details for Type of Work

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

COMMERCIAL GAS PERMIT

CONFIRM THE PERMIT INFORMATION

Property Selection

Civic Address 910 4 AVE S LETHBRIDGE AB T1J 0P6

Legal Description 43535,131

Applicant Information

BUSINESS LICENCE

Name and Mailing Address

BUSINESS REPRESENTATIVE

Name and Mailing Address

Phone

Email

SITE SUPERVISOR

www.commercialgas.com

[Edit Applicant Information](#)

Application Details

Permit Class COMMERCIAL

Type of Work Now

[Edit Type of Work](#)

COMMERCIAL GAS PERMIT: CONSTRUCTION DETAILS

Access Code test

Work Description test

Construction Value (\$) 1000

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

[Continue](#)

Accept the terms and conditions Click Continue.

Payment Summary

This is the breakdown of the cost of the permit.

COMMERCIAL GAS PERMIT

THIS IS YOUR PAYMENT SUMMARY

Commercial Gas Permit

COMMERCIAL PERMIT FEE	100.00
B SAFETY CODES FEE - COM	4.50
Total Permit Fees	\$104.50

Total Charges**\$104.50**[Continue ✓](#)

Click Continue

Payment Page – redirected to chase exact

**City of Lethbridge****Review Your Order**

Quantity	Item	Unit	Price
1	910 4 AVE S - Commercial Gas Permit	CAD 104.50	CAD 104.50
		Total	CAD 104.50

[« Return to City of Lethbridge](#)**Pay With Your Credit Card**

Cardholder Name

Credit Card Number

Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account

Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.


The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

Click on the blue button and submit your plans for review:

Commercial Gas

Print 

This is your receipt - Please print or save a copy for your records.
You will not be able to return to this screen once you navigate away.

Order Number: 117727

Authorization Code: TEST117727


Order Amount: \$198.00

Transaction Date: Oct 30, 2018 01:18:14 PM

Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.
[Click here for a list of documents required to be submitted for your application.](#)

Commercial Gas Permit GP017495 910 4 AVE S LETHBRIDGE AB T1J 0P6 \$104.50	SUBMIT PLANS 
--	--

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: [Submit for Review](#)

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

For Gas Permits please submit appliance spec and BTU, if you do not have any you may hit submit for review. Just note that we may request additional information before issuing the permit.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required


Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	<u>Name</u>	<u>Discipline</u> ▼	<u>Sheet Type</u>	<u>Desc</u>
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			

Commercial Plumbing Permit

Throughout the pages this  will give you help about what is required.

Enter the email address and password for your MyCity profile.

COMMERCIAL PLUMBING PERMIT LOGIN

Email Address



Password

Login

Read the [Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Select a Business license:

COMMERCIAL PLUMBING PERMIT

Select a business license

Select the Business License under which the permit will be applied for.

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Click on the blue license box. If the business license is not valid for the permit type you will get the following error.

COMMERCIAL PLUMBING PERMIT

Select a business license

Select the Business License under which the permit will be applied for.

The business license does not meet the proper designation

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Contractor Details:

Applicant – Business Representative is the person who is completing the permit application, this will be used if any additional contact is needed. Changes on this page does not change the MyCity profile.

COMMERCIAL PLUMBING PERMIT

Please enter and confirm the contractor details

Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative

First Name *

Last Name *

Phone *

Would you like to receive email inspection notices?

 Yes ✓ No

Site Supervisor (Optional) – This is if you want someone for additional information about this permit. The permit can be added to this person’s MyCity profile, the ability for them to get emails inspection notices.

Site Supervisor (Optional) ?

First Name

Last Name

Phone

Email

Would you like to send email inspection notices to the site supervisor?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No ✓	?
------------------------------	--	---

Would you like to add this permit to the site supervisor's MyCity account?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No ✓	?
------------------------------	--	---

[← Back](#) [Continue →](#)

Click Continue

Property Selection


Enter in your address that you want to pull the permit on. If you enter in the full address but get no results then try less characters, minimum of four is required.

COMMERCIAL PLUMBING PERMIT

Property Selection

Search format: Unit# House Street e.g. (123 MAIN ST S or 1222 3 ST N)

Enter a minimum of 4 characters to search.

[← Back](#)

Select an address tile to continue.

Choose the type of work

COMMERCIAL PLUMBING PERMIT

CHOOSE THE TYPE OF WORK

Type of Work

Please specify the nature of work being performed for this permit application:

 NEW  ALTERATION / RENOVATION [← Back](#)[Continue →](#)

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the gas permit. Include appliances and total BTU load

Construction Value – Construction/installation value for the gas system is to include all materials, and fair market value for labor.

COMMERCIAL GAS PERMIT

ENTER AN ACCESS CODE AND A DESCRIPTION OF WORK

Folder Information

Folder Access Code*

Create an access code for the permit

?

Job Number

Enter the job number (optional)

?

Project Name

Enter the project name

?

Description of Work*

Enter a description of the nature and extent of the work to be completed including the make, model, and BTU load of any gas appliances being installed.

Construction Details

Construction Value*

Enter the construction value

?

Details for Type of Work

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

COMMERCIAL PLUMBING PERMIT

CONFIRM THE PERMIT INFORMATION

Property Selection

Civic Address	910 4 AVE S LETHBRIDGE AB T1J 0P6
Legal Description	43535,131

Applicant Information

BUSINESS LICENCE

Name and Mailing Address

BUSINESS REPRESENTATIVE

Name and Mailing Address

Phone

Email

SITE SUPERVISOR

Name and Mailing Address

[Edit Applicant Information](#)

Application Details

Permit Class	COMMERCIAL
Type of Work	Now

[Edit Type of Work](#)

COMMERCIAL GAS PERMIT: CONSTRUCTION DETAILS

Access Code	test
Work Description	test
Construction Value (\$)	1000

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

[Continue](#)

Accept the terms and conditions Click Continue.

Payment Summary

This is the breakdown of the cost of the permit.

COMMERCIAL PLUMBING PERMIT

THIS IS YOUR PAYMENT SUMMARY

Commercial Gas Permit

COMMERCIAL PERMIT FEE	100.00
B SAFETY CODES FEE - COM	4.50
Total Permit Fees	\$104.50

Total Charges**\$104.50**[Continue ✓](#)

Click Continue

Payment Page – redirected to chase exact


**City of Lethbridge****Review Your Order**

Quantity	Item	Unit	Price
1	910 4 AVE S - Commercial Gas Permit	CAD 104.50	CAD 104.50
		Total	CAD 104.50

[« Return to City of Lethbridge](#)**Pay With Your Credit Card**

Cardholder Name

Credit Card Number

Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account

Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

Click on the blue button and submit your plans for review:

Commercial Plumbing

Print 

This is your receipt - Please print or save a copy for your records.

You will not be able to return to this screen once you navigate away.

Order Number: 117728

Authorization Code: TEST117728

Order Amount: \$104.50

Transaction Date: Oct 30, 2018 02:00:52 PM



Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.

[Click here for a list of documents required to be submitted for your application.](#)

Commercial Plumbing Permit
PP015747
910 4 AVE S LETHBRIDGE AB T1J 0P6
\$104.50

SUBMIT PLANS Another Permit of the same type Continue to MyCity 

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: [Submit for Review](#)

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

If you do not have any document you may hit submit for review. Just note that we may request additional information before issuing the permit.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required


Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	<u>Name</u>	<u>Discipline</u> ▼	<u>Sheet Type</u>	<u>Desc</u>
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			

Commercial HVAC Permit

Throughout the pages this  will give you help about what is required.

Enter the email address and password for your MyCity profile.

COMMERCIAL HVAC PERMIT LOGIN

Email Address



Password

Login

Read the [Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Select a Business license:

COMMERCIAL HVAC PERMIT

Select a business license

Select the Business License under which the permit will be applied for.

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Click on the blue license box. If the business license is not valid for the permit type you will get the following error.

COMMERCIAL HVAC PERMIT

Select a business license

Select the Business License under which the permit will be applied for.

The business license does not meet the proper designation

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Contractor Details:

Applicant – Business Representative is the person who is completing the permit application, this will be used if any additional contact is needed. Changes on this page does not change the MyCity profile.

COMMERCIAL HVAC PERMIT

Please enter and confirm the contractor details

Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative 

First Name *

Last Name *

Phone *

Would you like to receive email inspection notices?

 Yes ✓ No

Site Supervisor (Optional) – This is if you want someone for additional information about this permit. The permit can be added to this person’s MyCity profile, the ability for them to get emails inspection notices.

Site Supervisor (Optional) ?

First Name

Last Name

Phone

Email

Would you like to send email inspection notices to the site supervisor?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	?
------------------------------------	--	---

Would you like to add this permit to the site supervisor's MyCity account?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	?
------------------------------------	--	---

Click Continue

Property Selection


Enter in your address that you want to pull the permit on. If you enter in the full address but get no results then try less characters, minimum of four is required.

COMMERCIAL HVAC PERMIT

Property Selection

Search format: Unit# House Street e.g. (123 MAIN ST S or 1222 3 ST N)

Enter a minimum of 4 characters to search.



 Back

Select an address tile to continue.

Choose the type of work

COMMERCIAL HVAC PERMIT

CHOOSE THE TYPE OF WORK.

Type of Work


Please specify the nature of work being performed for this permit application:


NEW



ALTERATION



 Back

Continue 

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the gas permit. Include appliances and total BTU load

Construction Value – Construction/installation value for the gas system is to include all materials, and fair market value for labor.

COMMERCIAL HVAC PERMIT

ENTER AN ACCESS CODE AND A DESCRIPTION OF WORK

Folder Information

Folder Access Code*

Create an access code for the permit

?

Job Number

Enter the job number (optional)

?

Project Name

Enter the project name

?

Description of Work*

Enter a description of the nature and extent of the work to be completed including the make, model, and BTU load of any gas appliances being installed.

Construction Details

Construction Value*

Enter the construction value

?

Details for Type of Work

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

COMMERCIAL HVAC PERMIT

CONFIRM THE PERMIT INFORMATION

Property Selection

Civic Address	910 4 AVE S LETHBRIDGE AB T1J 0P6
Legal Description	43535,131

Applicant Information

BUSINESS LICENCE

Name and Mailing Address

BUSINESS REPRESENTATIVE

Name and Mailing Address

Phone

Email

SITE SUPERVISOR

[Edit Applicant Information](#)

Application Details

Permit Class	COMMERCIAL
Type of Work	Now

[Edit Type of Work](#)

COMMERCIAL GAS PERMIT: CONSTRUCTION DETAILS

Access Code	test
Work Description	test
Construction Value (\$)	1000

[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

[Continue](#)

Accept the terms and conditions Click Continue.

Payment Summary

This is the breakdown of the cost of the permit.

COMMERCIAL HVAC PERMIT

THIS IS YOUR PAYMENT SUMMARY

Commercial Gas Permit

COMMERCIAL PERMIT FEE	100.00
B SAFETY CODES FEE - COM	4.50
Total Permit Fees	\$104.50

Total Charges**\$104.50**[Continue ✓](#)

Click Continue

Payment Page – redirected to chase exact



City of Lethbridge

Review Your Order

Quantity	Item	Unit		Price
1	910 4 AVE S - Commercial Gas Permit	CAD 104.50	CAD	104.50
Total			CAD	104.50

[« Return to City of Lethbridge](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

Click on the blue button and submit your plans for review:

COMMERCIAL HVAC PERMIT

Print 

This is your receipt - Please print or save a copy for your records.

You will not be able to return to this screen once you navigate away.

Order Number: 117728

Authorization Code: TEST117728

Order Amount: \$104.50

Transaction Date: Oct 30, 2018 02:00:52 PM

Your payment has completed successfully!

Document Submission

The permits below require additional documentation prior to being reviewed and approved by Inspection Services. Please click on the **SUBMIT PLANS** to access the document submission portal.




[Click here for a list of documents required to be submitted for your application.](#)

Commercial HVAC Permit

HV018837

910 4 AVE S LETHBRIDGE AB T1J 0P6

\$166.40

SUBMIT PLANS Another Permit of the same type Continue to MyCity 

Uploading Documents through the eApply Plan Review Portal:

Click the **Browse...** button and select the necessary files to be uploaded for the permit application. Multiple files can be selected simultaneously.

The **Upload Status** will display Pending Upload. If a file has been added in error, under the Action header, click the Remove icon.

Project Information | **Plan Documents** | Review Documents | Approved Documents | Related Projects | Project Invitations

Project: BP017527
Group: <None>
Name: Residential Building Permit
Status: Submission Required

Review Status: None
Actions: [Submit for Review](#)

Browse... Clear Upload Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

Click the Upload button.

Browse... Clear **Upload** Cancel Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.

Are you sure you want to upload the document changes? **Yes** No

The Upload Status will indicate if your plans/documents have been successfully uploaded.

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

When all items have been uploaded, click the **Submit for Review** button.

Note: Internal City reviewers will **NOT** be notified to begin their review **UNTIL THIS BUTTON IS CLICKED**. This allows a user to begin the application process even though they may not yet possess all documents required for submission.

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>

Name
Residential Building Permit

Status
Submission Required


Review Status
None

[Submit for Review](#)

Browse... Clear Upload Cancel Status: Done

<input type="checkbox"/>	Name	Discipline	Sheet Type	Desc
<input type="checkbox"/>	128 Temple Blvd W			
<input type="checkbox"/>	Truss Corporate Letter			
<input type="checkbox"/>	Truss Layouts			

Commercial Electrical Permit

Throughout the pages this  will give you help about what is required.

Enter the email address and password for your MyCity profile.

Commercial Electrical Permit Login

Email Address



Password

Login

[Read the Terms of Use](#)

Forgot your password? [Reset It](#)

Don't have a profile? [Register Now](#)

Select a Business license:

Commercial Electrical Permit Login

Select a business license

Select the Business License under which the permit will be applied for.

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Click on the blue license box. If the business license is not valid for the permit type you will get the following error.

Commercial Electrical Permit Login

Select a business license

Select the Business License under which the permit will be applied for.

The business license does not meet the proper designation

TEST
113153



← Back

Prior to commencing an application, a Business License must be registered to the MyCity profile using the License Number and Access Code provided on the renewal invoice. The License must be active, in good standing, and valid for the discipline of work for this permit type. Contact Regulatory Services at 403-320-3074 for additional information regarding your license.

Contractor Details:

Applicant – Business Representative is the person who is completing the permit application, this will be used if any additional contact is needed. Changes on this page does not change the MyCity profile.

Commercial Electrical Permit Login

Please enter and confirm the contractor details

Please enter the contact information for the representative making application for the permit. The optional Site Supervisor section allows a Project Manager or other representative to have the permit automatically added to their existing MyCity account for access to schedule inspections and receive emailed inspection reports.

Applicant - Business Representative

First Name *

Last Name *

Phone *

Would you like to receive email inspection notices?

 Yes ✓ No

Site Supervisor (Optional) – This is if you want someone for additional information about this permit. The permit can be added to this person’s MyCity profile, the ability for them to get emails inspection notices.

Site Supervisor (Optional) ?

First Name

Last Name

Phone

Email

Would you like to send email inspection notices to the site supervisor?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	?
------------------------------------	--	---

Would you like to add this permit to the site supervisor's MyCity account?

<input type="button" value="Yes"/>	<input checked="" type="button" value="No ✓"/>	?
------------------------------------	--	---

Click Continue

Property Selection:

Enter in your address that you want to pull the permit on. If you enter in the full address but get no results then try less characters, minimum of four is required.


Commercial Electrical Permit Login

Property Selection

Search format: Unit# House Street e.g. (123 MAIN ST S or 1 222 3 ST N)

Enter a minimum of 4 characters to search.



 Back

Select an address tile to continue.

Choose the type of work:

Commercial Electrical Permit Login

CHOOSE THE TYPE OF WORK.

Type of Work


Please specify the nature of work being performed for this permit application:


NEW



ALTERATION



 Back

Continue 

Folder Information

Folder Access code - The access code provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. An access code may contain numbers, letters, and spaces - up to 10 characters in length

Job Number - The Job Number field allows a business to assign their own unique designation to the application in addition to the City's assigned permit number.

Description of Work – Enter a description of nature and extent of the work to be completed for the electrical work to be performed.

Commercial Electrical Permit

Enter an access code and a description of work

Folder Information

Folder Access Code *

Create an access code for the permit



Please enter a folder access code

Job Number

Enter the job number (optional)



Project Name

Enter the project name



Description of Work *

Enter a brief description of the nature and extent of the work to be completed

Please enter a description of the work you will be performing

← Back

Continue →

Indicate Wiring Details:

All fields need to be completed. If for the project the field doesn't apply please select N/A.

Commercial Electrical Permit

Indicate your wiring details

Wiring Details

Please enter all fields:


Amps *
Enter the amps value

Volts *
Select the Max volts value

Phase *
Select the phase value

Wire *
Select Wire Number

Installation Cost *
Enter the installation cost



Service Connection

Will you be performing the service connection?

Yes	No ✓
-----	------

[← Back](#) [Continue →](#)

Permit Confirmation

This page is your permit details if you Edit Type of Work or the Construction Details the permit application process will start over. You need to accept Acknowledgment, and click continue.

Property Selection

Civic Address 010 4 AVE S LETHBRIDGE AB T1J 0P6
Legal Description
43535/131

Applicant Information

Business Licence
Name and Mailing Address

Business Representative
Name and Mailing Address
Phone
Email

Site Supervisor

[Edit Applicant Information](#)

Application Details

Permit Class COMMERCIAL
Type of Work New
[Edit Type of Work](#)

Commercial Electrical Permit: Wiring Details

Access Code Test
Work Description Wiring of New Commercial building.
Amps 1000
Volts N/A
Phase 1
Wires N/A
Installation Cost 2000
Will you be performing the Service Connection? NO
[Edit Construction Details](#)

Acknowledgement

As the applicant, I accept the terms and conditions.

[Continue](#)

Accept the terms and conditions Click Continue.

Payment Summary

This is the breakdown of the cost of the permit. If the permit is under \$250.00 full payment is required.

Commercial Electrical Permit

This is your payment summary

ELECTRICAL - COMMERCIAL

COMMERCIAL PERMIT FEE	100.00
B SAFETY CODES FEE - COM	4.50
Total Permit Fees	\$104.50

Total Charges **\$104.50**

Continue ✓

To inquire about enrollment in the City's Electronic Fund Transfer (EFT) program, please email: EFTrequest@lethbridge.ca

Click Continue

Payment Page – redirected to chase exact



City of Lethbridge

Review Your Order

Quantity	Item	Unit	Price
1	910 4 AVE S - Commercial Gas Permit	CAD 104.50	CAD 104.50
		Total	CAD 104.50

[« Return to City of Lethbridge](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date(MMY)

Email

A confirmation email will be sent to this address.

Pay From Your Bank Account



Pay directly from your bank account using the INTERAC Online service.

Email

A confirmation email will be sent to this address.

The Interac Online service is a new payment option that allows you to pay for goods and services on the Internet directly from your bank account. [Learn More](#)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

Receipt Page

Click on the blue button and submit your plans for review: Even if drawings are not required for permit application, please hit submit plans.

Commercial Electrical Permit

Print 

This is your receipt - Please print or save a copy for your records.

You will not be able to return to this screen once you navigate away.

Order Number: 141992

Authorization Code: TEST141992



Order Amount: \$104.50

Transaction Date: May 31, 2019 03:02:11 PM

Your payment has completed successfully!


Document Submission

ELECTRICAL - COMMERCIAL
EP026552
910 4 AVE S LETHBRIDGE AB T1J 0P6
\$104.50

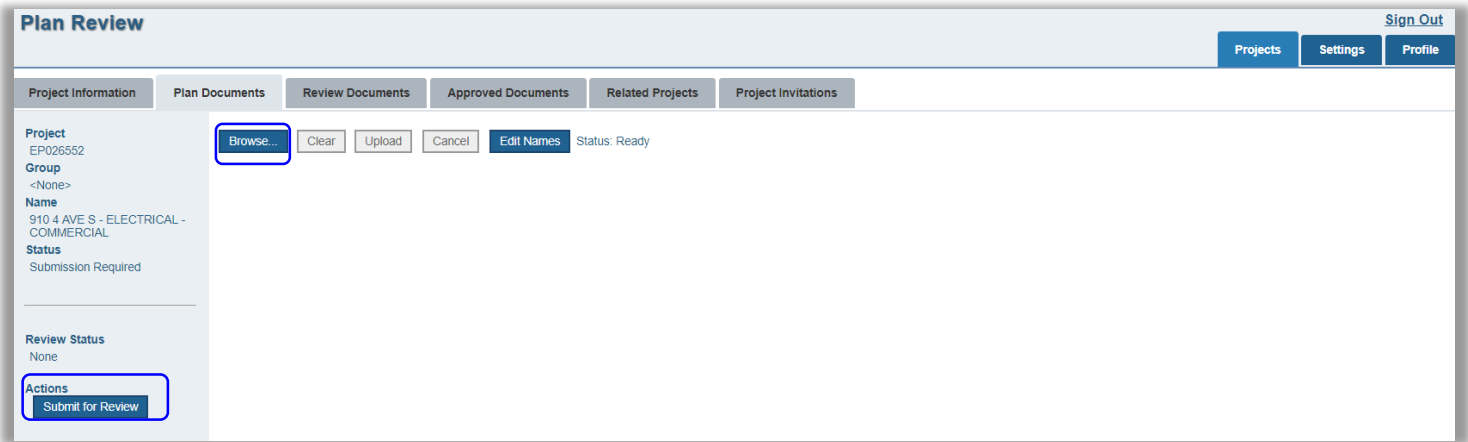
SUBMIT PLANS Another Permit of the same type Continue to MyCity 

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If no drawings are required please still hit Submit for Review.



Plan Review Sign Out

Projects Settings Profile

Project Information Plan Documents Review Documents Approved Documents Related Projects Project Invitations

Project
EP026552 Browse... Clear Upload Cancel Edit Names Status: Ready

Group
<None>

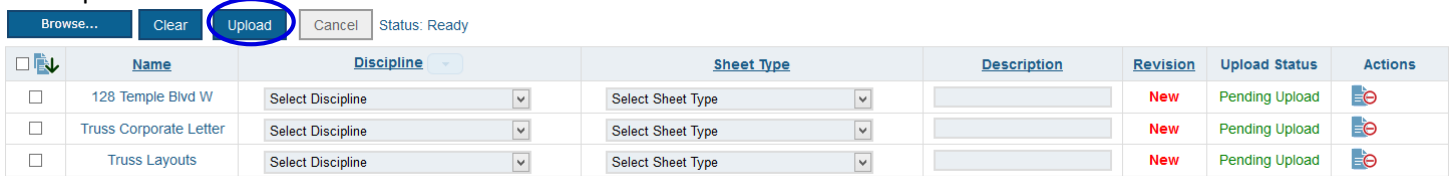
Name
910 4 AVE S - ELECTRICAL - COMMERCIAL

Status
Submission Required

Review Status
None

Actions
Submit for Review

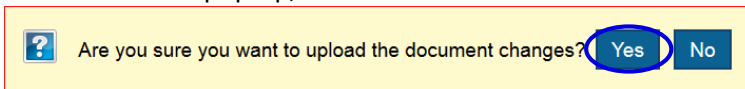
Click the Upload button.



Browse... Clear **Upload** Cancel Status: Ready

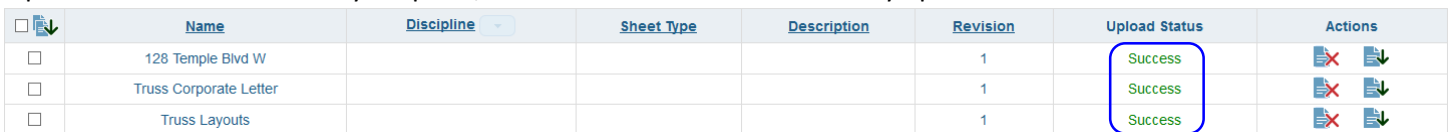
<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Corporate Letter	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	Truss Layouts	Select Discipline	Select Sheet Type		New	Pending Upload	

On the confirmation pop-up, click Yes.



Are you sure you want to upload the document changes? **Yes** No

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<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	128 Temple Blvd W				1	Success	
<input type="checkbox"/>	Truss Corporate Letter				1	Success	
<input type="checkbox"/>	Truss Layouts				1	Success	

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Project Information Plan Documents **Review Documents** Approved Documents Related Projects Project Invitations

Project
BP017527

Group
<None>


Name
Residential Building Permit

Status
Submission Required

Review Status
None

Actions
[Submit for Review](#)

Status: Done

<input type="checkbox"/>		Name	Discipline <input type="button" value="v"/>	Sheet Type	Desc
<input type="checkbox"/>		128 Temple Blvd W			
<input type="checkbox"/>		Truss Corporate Letter			
<input type="checkbox"/>		Truss Layouts			