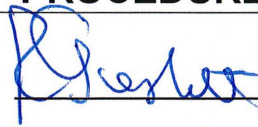
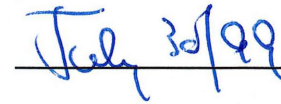


Prepared By: Terry Hurlbut
Municipal Secretary

Manager Approved:



Date:



PROCESSING OF ELECTRICAL AND PLUMBING / GAS PERMITS

BACKGROUND:

The Town of Redcliff issues electrical and plumbing and gas permits for the Town of Redcliff and rural areas in Cypress County.

The Town of Redcliff is required to maintain a record of permits issued including followup documentation until the permit is finalized.

PROCEDURE

1. Permits may only be issued by Town of Redcliff personnel who possess a "designation of powers certificate".
2. When completing the permit application the Town of Redcliff staff member shall ensure the legal description is recorded in space provided prior to forwarding the permit application for inspection.
3. Once a permit application has been completed Town of Redcliff staff member will fax a copy of the application to the following:

Gas & Plumbing Permits

- i) Alberta Permit Pro Inc.
- ii) City of Medicine Hat Gas Department
- iii) Gas & Plumbing Safety Codes Officer (Ken Dufloth)

Electric Permits

- i) Alberta Permit Pro Inc.
- ii) City of Medicine Hat Electrical Department
- iii) Electrical Safety Codes Officer (Paul Lagasse)

4. Permit Applications are a three part form and shall be distributed as follows:
 - i) White copy to Applicant
 - ii) Yellow copy to file in permit drawer.
(The Accounting Clerk III will reconcile the accounts and forward a cheque to Alberta Permit Pro and Safety Codes Council for permits issued in that month)

- iii) Pink copy to Confidential Secretary
Held in a pending file until the final inspection report has been received (could be up to a year) and then the completed report shall be filed in appropriate property file. The report shall have clear notation that the final inspection has been completed.

- iv) Photocopy to Accounting Clerk II.
For any permits that require billing through the Town of Redcliff Accounts Receivable System. At the end of the month Accounting Clerk II will review the yellow copies to ensure receipt of all permits that require billing.