



WHERE TO APPLY

Permit application forms are available from the City of St. Albert website at <https://stalbert.ca/home/property/building-inspections/> or application forms can also be obtained by contacting the office below and may be submitted to:

Planning & Engineering Department
 2nd Floor, St. Albert Place
 5 St. Anne St.
 St. Albert, AB T8N 3Z9
 Office Hours: 8:00 am – 5:00 pm

Permit payment may be made in cash, cheque, credit card or debit card

For more information, call **780-459-1654**

HVAC PERMITS

INFORMATION ON HOW TO APPLY FOR AN HVAC PERMIT

NOTE:
 All work completed must comply with the current edition of the Alberta Building Code



Building Inspection Services

Heating, Ventilation and Air Conditioning (HVAC) Permits

An HVAC permit is required to install or alter heating and ventilation equipment and applies to all residential, commercial, industrial and institutional installations.

HVAC installations that require a permit include:

- New Construction
- Furnace Replacement
- Roof Top Units
- Exhaust Systems
- Make Up Air Systems
- Hydronic (Hot Water) Systems
- Air Conditioning Units
- Spray Booth Exhausts
- Ventilation Systems

For Homeowners

New home HVAC work must be completed by a licensed mechanical contractor. Homeowners can only obtain HVAC permits for renovations or additions to the existing system. Homeowners must own and occupy the property and be completing the work themselves to obtain a permit.

For Contractors

A Contractor must have a **City of St. Albert Business License** when applying for permits.



A permit must be obtained prior to starting any work and booking inspections.

Arrange a **rough-in** inspection when the installation is complete, as any concealed and enclosed equipment must be inspected and approved before being covered.

Arrange a **final** inspection when the installation and project is completed.

**TO ARRANGE FOR AN INSPECTION
PLEASE CALL 780-418-6601**