

ELECTRICAL ANNUAL PERMIT INFORMATION

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Introduction

This Information Paper contains interpretations, guidelines, and intent as it applies to employers, employer licences and employer annual permits as they are defined in *The Electrical Licensing Act* and/or *The Electrical Inspections Act* and their associated regulations. It is intended that this information paper provides a clear understanding of the application, and use of an annual permit.

Annual Permit

All annual permits are registered with TSASK by work location. **Each work location will require a separate annual permit.** For rural service addresses, a work location defined by a meter location (i.e., three oil wells or three buildings served by one meter will count as one location).

A fee is required for each Saskatchewan Licensed Journeyman and/or Apprentice that is registered by the employer. Each employer will be required to list all Saskatchewan Licensed Journeyman(s) and Apprentice(s) who may work at any of the registered locations. If any new journeymen or apprentices are hired through the year, they may be added to the annual permit at that time.

No journeyman or apprentice may work under an annual permit without being registered and no contractor may work under an employer's licence.

Annual Permit Example

An employer has five (5) work locations (no fee) and employs two (2) Journeyman Electricians (\$450.00 each), two (2) Apprentice Electricians (\$300.00 each), and one (1) Restricted Journeyman (\$300.00).

• 5 locations	=	-
• 2 Journeymen x \$ 450.00	=	\$ 900.00
• 2 Apprentices x \$ 300.00	=	\$ 600.00
• 1 Restricted Journeyman x \$ 300.00	=	<u>\$ 300.00</u>
TOTAL FEE for the employer	=	\$ 1,800.00

In this example, the employer will have to list all five (5) separate work locations and each location will be given a separate permit number.

Annual Permit Holder Requirements and Responsibilities

Major Installation

- Annual permits are intended for regular maintenance work only. If considering new work of an electrical installation or major repairs to existing facilities or equipment, then contact the local area electrical inspector to see if a separate permit is required.

Service Connection

- A separate permit is required for a meter installation or service connection.

External Contractors

- If you hire an external contractor to perform any work of electrical installation or maintenance, the contractor is required to submit a permit for that work. Any work performed by an external contractor is not covered under your annual permit.

Employer's Responsibility

- It is your responsibility to compile documentation (i.e., logbooks, work orders etc.) for all work completed at each location, in the year covered by the annual permit. This documentation will be reviewed by the inspector at the time of the inspection.

Annual Permit Legislation

Electrical Licensing Act E-7.2

Section 23(1) No employer shall do any work of electrical installation unless he holds an employer's licence.

Section 23(2) An employer's licence may be issued to a person who employs at least one individual who:

- (a) holds a journeyperson's Licence; and
- (b) is not employed by the holder of a licence other than the applicant, unless the holder holds a supply licence;

to perform the work of electrical installation on premises owned or occupied by him.

"employer" means a person who employs one or more journeyperson in:

- (i) his business;
- (ii) a building or premises he owns or occupies;
- (iii) a municipal, provincial or federal building or plant;
- (iv) an assembly or public building;
- (v) an apartment, commercial, industrial, institutional, storage or mixed- occupancy building;
- (vi) a radio broadcasting station;
- (vii) a mine or quarry;
- (viii) a travelling show;
- (ix) a building or plant of a railway, express or telegraph company;
- (x) any other prescribed premises;

but does not include the holder of a contractor's licence, a restricted contractor's licence, or a limited contractor's licence.

The Electrical Inspection Regulations

Section 17(2) A person who holds an employer's licence pursuant to *The Electrical Licensing Act*:

- (a) must obtain an annual permit; and
- (b) where the person has more than one set of premises on which one or more journeypersons are engaged on a full-time basis, must obtain an annual permit for each of those premises.

Section 17(3) An annual permit authorizes work of electrical installation, other than any major installation, on the premises of the holder by journeyperson(s) employed on the holder's staff.

Annual Permit Contact Information

For more information about Annual Permits, please contact:

Toll-free: 1.866.530.8599

Email: geis@tsask.ca