



Application for Online Permitting

City Qualified Trades Contractor

PL 1323 (2025-03)

Trade Type: ☐ Electrical ☐ Gas ☐ Mechanical ☐ Plumbing

Company Information

Company Name		
Company Address		
City		Postal Code
Company Phone #	Fax #	Email

Personal and Qualification Information

Last Name		First Name	Initial
Home Address			
City			Postal Code
Home Phone #	Cell Phone #	Email	
Signature		Certificate # (Master/Journeyman)	Date (YYYY/MM/DD)

Owner Information

Owner Name	Phone #	Email
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The personal information on this form is being collected under the authority of The Freedom of Information and Protection of Privacy (FOIP) Act, Section 33(c). It will be used to provide operating programs, account services and to process payments received for said services. It may also be used to conduct ongoing evaluations of services received from Planning & Development. Please send inquiries by mail to the FOIP Program Administrator, Planning & Development, PO Box 2100, Station M, Calgary, AB T2P 2M5 or contact us by phone at 311.

Terms and Conditions: Online Permitting Process

I. Access Responsibilities as City Qualified Trades Person (CQT)

- 1.1 The individual executing this form (the CQT) represents and warrants that he/she holds the designation of City Qualified Trades person, in accordance with the laws of the Province of Alberta.
- 1.2 Upon acceptance of these Terms and Conditions, which shall be evidenced by the written signature of CQT CQT. The contained at the end of the Terms and Conditions, The City of Calgary ("The City") will issue a password to the CQT will have the ability to change the password at his/her discretion.
- 1.3 The CQT is permitted to utilize the user name and password to access The City's online electrical permit site ("the site") and submit permit applications and retrieve data or communications pertaining to any permit issued to the CQT. Any other access to the site is prohibited.
- 1.4 The CQT is solely responsible for any and all use of the user name and associated password security.
- 1.5 For the purpose of any permits or correspondence between The City and the CQT in connection with the use of the online permit process, The City shall be entitled to determine the identity of the CQT through the use of the user name and password. The CQT agrees that The City is under no obligation to take the further steps to confirm the actual identity or authorization of any user of the user name and password
- 1.6 The CQT authorizes The City to approve and process any online permit application that is submitted pursuant to the CQT's instructions.
- 1.7 When the CQT leaves the employment of the contracting company described above, the CQT shall notify The City of any change in employment, which will terminate the CQT's access privileges to the online permit process. Registration will be required for renewed access to the online permit process following termination of initial privileges.



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II. The City of Calgary Privacy Policy

- 2.1 The CQT accepts and acknowledges the sufficiency of The City of Calgary's privacy policy and acknowledges that The City is at liberty to amend it at any time without prior notice to or consent from the CQT. The CQT further acknowledges and agrees that he/she is responsible to monitor any changes to The City of Calgary's privacy policy and will immediately terminate his/her privileges to the online permit process if he/she disagrees with any such changes.

III. General

- 3.1 The City of Calgary shall be at liberty to change these Terms and Conditions including, but not limited to, the imposition of fees and charges for using the online permit process or otherwise accessing the site, at any time, and the CQT shall be bound upon thirty (30) days of receiving notice of any change. For the purpose of this paragraph, The City shall provide notice of changes to the Terms and Conditions to the CQT by e-mail only, and such notice will be deemed to be received at 8:00 a.m. Mountain Standard Time on the first business day following the date on which it was sent. If the CQT accesses the site and applies for permits, or accesses any information associated with existing permits following the thirty (30) day time period, the CQT is deemed to have accepted the changes to the permit Terms and Conditions.
- 3.2 The City shall be at liberty to place on hold or suspend the privileges associated with the online permit process at its sole discretion, and to refrain from processing applications in this manner, for any reason, including the discontinuation of the online permit process.
- 3.3 The CQT shall report to The City any and all inaccurate information contained on the site; any circumstance in which the CQT was able to access information on the site other than that which he/she is entitled to in accordance with Paragraph 1.3.
- 3.4 All communications from The City to the CQT pertaining to applications and permits issued through the online permit process shall be by e-mail only at the above e-mail address, and The City and the CQT agree that this will satisfy any requirement for such communication to be in writing.
- 3.5 All communications from the CQT to The City pertaining to the online permit process shall be sent to The City by fax or mail only, or as otherwise specified by The City from time to time.
- 3.6 The CQT hereby agrees to indemnify, defend and hold harmless The City and any of its employees and authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interests, legal fees, costs and expenses of whatsoever kind or nature arising in connection with the online permit process, including but not limited to interception of non-secure e-mail by third parties, unauthorized use of the Master Electrician's password, and the failure or refusal to provide access to the online electrical permit process, for any reason whatsoever, but not limited to the service or revocation of the access privileges.
- 3.7 The CQT agrees that any information contained on the site and accessible to the CQT, will be as current as the most recent date specified on the screen displayed or printed document.
- 3.8 The CQT agrees that a copy of any electronic communication shall be admissible in any legal, administrative or other proceedings as conclusive evidence as to the content of the communication to the same extent as an original document in writing.

The CQT hereby accepts the Terms and Conditions noted above in exchange for authorized access to the site and engage in the online permit process.

Signature – City Qualified Trades Contractor

Office use only

User Name	Date (YYYY/MM/DD)
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