BC OnLine

Electrical Permit System
User's Guide

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Typographic Conventions

Typographic conventions are used with the following meanings:

Screen names and field names are capitalized. For example:
In the Transaction screen, move to the Search field.

Buttons and other "clickable" items appear in bold. For example:
Click **Submit**.

Required input (that you enter exactly as shown) appears in Courier font. For example:
Type: `BC OnLine`

Variable input (that you provide) appears in italic Courier font. For example:
Type your *`Password`*

System messages (and other screen output) appear in bold Courier font. For example:
`PASSWORD CHANGE COMPLETED`

Tips, Notes, Important Notes, Cautions, and Warnings appear as shown below:

Tip
A way to make your work easier.

Note
Further information about the current subject.

Important
An emphatic note about the current subject.

Caution
An important point that could prevent an inconvenience.

Warning
An important point that could prevent a financial loss, or loss of data.

Electrical Permit System Overview

British Columbia Safety Authority (BCSA) maintains this system so that electrical contractors can obtain installation permits and request inspections online. The system is available seven days a week, from 6:00 a.m. until 10:00 p.m. including statutory holidays.

If you are a licensed electrical contractor in good standing, you can use this system to:

- obtain an installation permit
- amend an existing installation permit
- request an inspection
- view your outstanding inspection requests or view the status of an inspection
- view your permits or view amendments to your permits.

The system also provides you with the ability to look up:

- tradespeople
- safety officers for various areas.

You can use the system to print official copies of inspection requests for:

- posting on the job site
- notifying the utility
- keeping a record for your files.

A Note on Navigation

If you are an experienced Web user, you are probably accustomed to using your Web browser's Back button to retrace your steps. In the Electrical Permit System, it is important that you *do not use the browser's Back button* if another navigation option is available.

The exception to this rule is when you view a document using Adobe Reader. In this case only, you can click your browser's Back button to return from the document display. In all other cases, you should navigate through the system using the menu choices to the left of the screen and any buttons such as Next or Update that appear in the Electrical Permit System screens.

Pop-Up Blocker

Important
If your computer has software to prevent pop-up windows, temporarily disable it before starting your Permit Application.

A pop-up blocker is software on your computer that blocks advertisements or other unwanted windows from opening. The Permit System uses a function similar to what happens when these unwanted windows appear. As the Permit System is an online application, certain browser features and lookup functions need to be controlled. Pop-up blockers will interfere with this method. When you need to choose a City Code or City Name, your computer should invoke the "lookup window". If this window does not appear, try holding down the Control (Ctrl) key in the bottom left side of your keyboard and clicking on the ellipsis button. Sometimes this will bypass the pop-up blocker software and will allow you to continue.

For more general information about pop-ups, refer to the following website:

http://www.myvirtualmanager.net/_Support/PopupBlockers.htm

The Lookup Button

A lookup button (also called an ellipsis button) appears beside some fields. This button triggers a database lookup (for example, a tradesperson's name or number). You can activate this button either by clicking it or by moving to it with the <Tab> key.

Lookup Button (ellipsis button)

Tip
The lookup results appear in a pop-up window. If you are running a pop-up blocker, you will have to allow pop-ups in order to view the results.

Browser Settings

We recommend that you adjust the following settings in your browser.

Uncheck Proxy Settings

- In Internet Explorer 7 and 8, click the **Tools** menu, select **Internet Options**. Under the **Connections** tab, click **LAN Settings**. In the LAN Settings window, make sure that the **Use a proxy server for your LAN** box is unchecked.

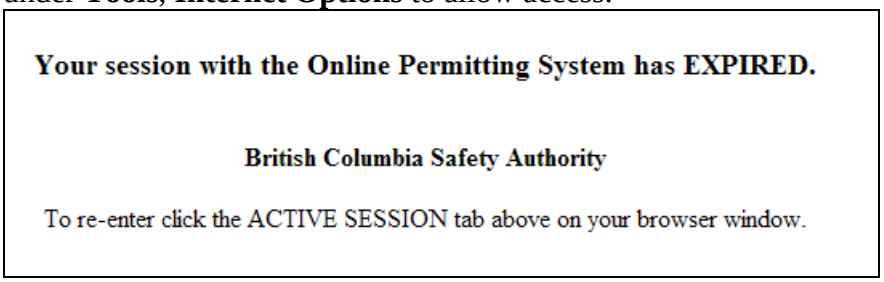
Caching

- In Internet Explorer 7 and 8, click the **Tools** menu, select **Internet Options**. Under the **General** tab, in the **Browsing History** section, click **Settings**. In the Settings window, make sure that **Automatically** is checked.

Internet Explorer 8

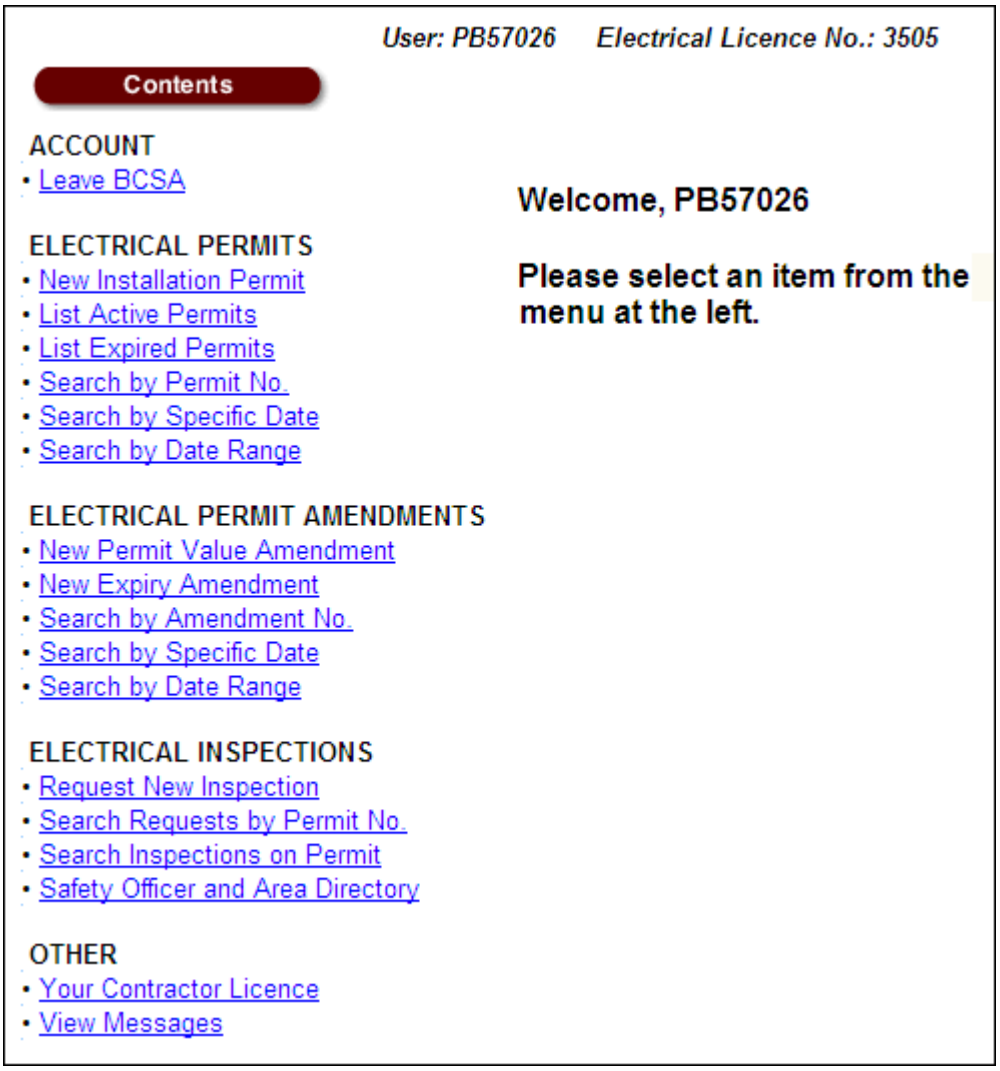
Tip

If you encounter a system message indicating "Your session with the Online Permitting System has Expired", you may need to adjust your browser settings under **Tools**, **Internet Options** to allow access.



Main Menu

When you enter the Electrical Permit system, the first screen you see is the Main Menu. These menu items stay in the left of the screen as you use the system.



The Main Menu has five sections, each of which is described in the following topics.

The **Account** section lets you Leave the BCSA System (see page 41).

The **Electrical Permits** section lets you:

- Request a New Installation Permit (see page 8)
- List Your Active Permits (see page 15)
- List Your Expired Permits (see page 16)
- Search by Permit Number (see page 17)
- Search Permits by Specific Date (see page 18)
- Search Permits by Date Range (see page 20).

The **Electrical Permit Amendments** section lets you:

- Request a New Permit Value Amendment (see page 23)
- Request a New Expiry Amendment (see page 24)
- Search Permit Amendments by Amendment Number (see page 25)
- Search Permit Amendments by Specific Date (see page 26)
- Search Permit Amendments by Date Range (see page 28).

The **Electrical Inspections** section lets you:

- Request a New Inspection (see page 31)
- Search Inspection Requests by Permit Number (see page 37)
- Search Inspections on a Specific Permit (see page 38)
- View the Safety Officer and Area Directory (see page 39).

The **Other** section lets you look up your contractor licence or view messages of interest to electrical contractors. See Other Functions on page 40.

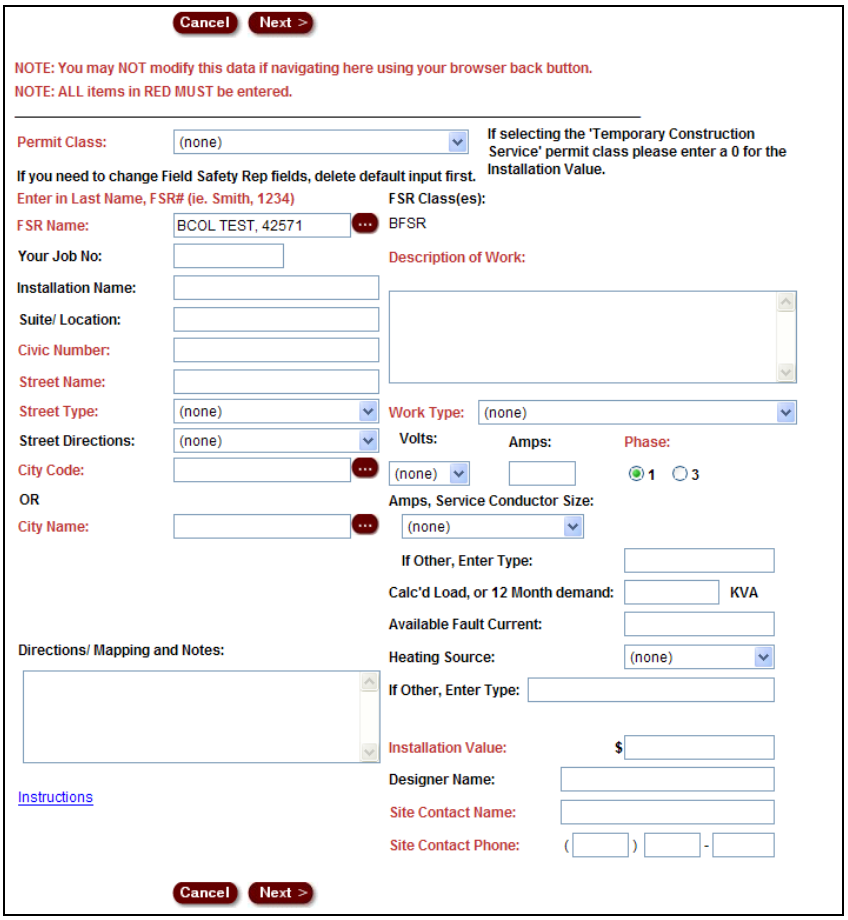
Electrical Permits

The following topics contain detailed instructions:

- Request a New Installation Permit (see page 8)
- List Your Active Permits (see page 15)
- List Your Expired Permits (see page 16)
- Search by Permit Number (see page 17)
- Search Permits by Specific Date (see page 18)
- Search Permits by Date Range (see page 20).

Request a New Installation Permit

In the Electrical Permits section of the menu, click **New Installation Permit**. You will go to the Installation Permit Entry screen. This screen contains fields that you fill in with information about the permit and the installation. All fields with red labels are required.



The following points describe filling out the Installation Permit Entry screen in detail.

`Permit Class` (selection list, required)
Start your application by selecting a permit class.

`FSR Name` (*`Last Name`*, comma, space, *`FSR Number`*)
The FSR Name field displays your field safety representative's name and number. If the

correct field safety representative appears in this field, just leave it as it is. The rep's Certificate of Qualification classes appear in the FSR Class(es) field.

To select a different field safety representative enter their *last name* and *FSR number* separated by a comma and a space.

For example: Smith, 12345

Tip
If you don't know the field safety representative's last name or FSR number, you will have to contact them and ask them for it. For privacy reasons, the BCSA cannot give out this information.

Press the <Tab> key or click the lookup (...) button to the right of the field. The system checks the name and number you entered against BCSA's database. If the name and number are correct, the system will display the tradesperson's name, number, and FSR classes.

If you enter an *incorrect* FSR name and number, or if you do not separate the name and number with a comma and space, the system displays a message indicating that your search failed. Please check the name, number, and formatting and try again.

Your Job Number (alphanumeric, optional)
To help you with your filing, you can type your *job number* here.

Installation Name (alphanumeric, optional)
Type the *name of the client* for whom the work is being done.

Suite/Location (alphanumeric, optional)
Type the *suite number* and/or location within a building (if applicable) for example, "Suite 3" or "upstairs only" or "laundry room".

Civic Number (alphanumeric, required)
Type the *civic number* (if applicable). If there is no civic number, type 0.

Street Name (alphanumeric, required)
Type the *street name*. If there is no street name, type none.

Street Type (selection list, required)
Select a *street type* from the list (for example, boulevard, avenue, or terrace). If you press the first letter of the street type you want, you will cycle through all the list items that begin with that letter. For example, press B four times to select Boulevard or press S three times to select Street. If there is no street type, select Street as the default.

Street Directions (selection list, optional)
If it helps to clarify the location, you can click the Street Directions list and select N, E, S, W, NW, NE, SE, or SW to indicate north, east, south, west, northwest, northeast, southeast, or southwest.

City Code (numeric) or
City Name (alphanumeric)
To specify a city code or city name, fill in one of these fields (but not both).

If you know the *city code*, type it into the City Code field and press the <Tab> key or click the lookup (...) button to the right of the field. The system looks up the code number. If the number is valid, the system adds the city name to the Permit Entry screen.

If you don't know the city code, you can enter a *city name* or a *partial city name* in the City Name field. You must type at least two characters—the less you type, the broader your search will be. Press the <Tab> key or click the lookup (...) button to the right of the field. If only one city name matches your input, the system adds the city code to the Permit Entry screen. If more than one city name matches your input, you will go to a Search Results window containing all matching city names. Click the one you want, and the system will transfer the city name and code to the Permit Entry screen.

SEARCH RESULTS

City Code Name	City Code Number	City Note
PORT ALBERNI	80	
PORT ALICE	129	
PORT CLEMENTS	923	
PORT COQUITLAM	289	
PORT EDWARD	924	
PORT HARDY	131	
PORT KELLS	371	
PORT MCNEILL	127	
PORT MELLON	165	
PORT MOODY	290	
PORT RENFREW	169	
PORT SIMPSON	925	
PORTEAU	291	

City Name Search Results window (using "Port" as input)

Note

In some cities, the Customer Services Branch does installations only if the installation is performed on provincially owned properties, federal land, or Indian reservations. A note will appear to warn you of this.

Directions/Mapping and Notes (alphanumeric, optional)

If you want to provide the safety officer with directions or other helpful information, you can type a *brief note* in the Directions/Mapping and Notes box.

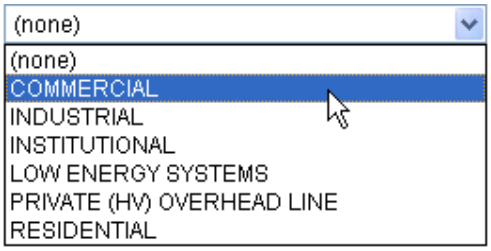
West on Broadway, past Dixon Street, then left
at blue power pole.
Key under mat at back door.
Check meter seal.
Mean dog named Cuddles in back yard.

Description of Work (alphanumeric, required)

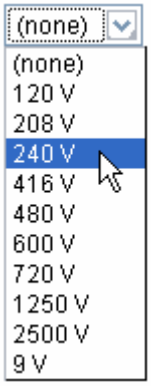
Type a description of the work, describing any notable features.

New single family dwelling.
Pottery studio in basement.

Work Type (selection list, required)
Click the list and select one of the items. You can also select an item by typing its initial letter (for example, C for Commercial or R for Residential).



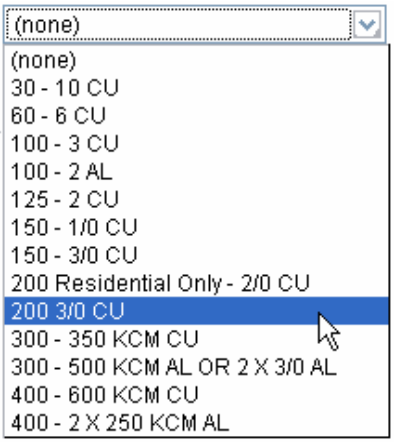
Volts (selection list, optional)
Click the list and select one of the items to indicate the voltage of the installation. You can also select an item by typing its initial number (for example, 2 to cycle through 208V and 240V or 6 to select 600V).



Amps (numeric, optional)
Indicate the amperage of the installation.

Phase (button, required)
Click one of the buttons to indicate either 1-phase or 3-phase.

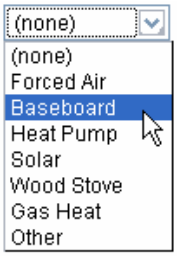
Amps, Service Conductor Size (selection list, optional)
Click the list and select one of the items to describe the service. You can also select an item by typing its initial number (for example, 3 to cycle through 30-10 CU and 300-350 CU). If no item in the list properly describes the service, enter a description in the "If Other, Enter Type" field.



Calc'd Load, or 12 Month demand (numeric, optional)
Type the electrical heating *load* in KVA, or if the new calculated load exceeds the existing service size and there has been a demand meter installed at the site, type the *highest demand load* in KVA

Available Fault Current (numeric, optional)
Type the *available fault current* as described in C.E.C. rule 14-012.

Heating Source: (selection list, optional)
Click the list and select one of the items to describe the heating source. If no item in the list properly describes the heating source, enter a description in the "If Other, Enter Type" field. You can also select an item by typing its initial letter (for example, B for Baseboard or S for Solar).



Installation Value (numeric, required)
Type the *value* (in dollars) of the installation. Do not include the value of fixtures and heaters in this amount.

Tip
Do **not** enter a dollar sign ($) in the Installation Value field. The system automatically adds the dollar sign to the amount you enter.

Designer Name (alphanumeric, optional)
Type the *name* of the company that designed the installation.

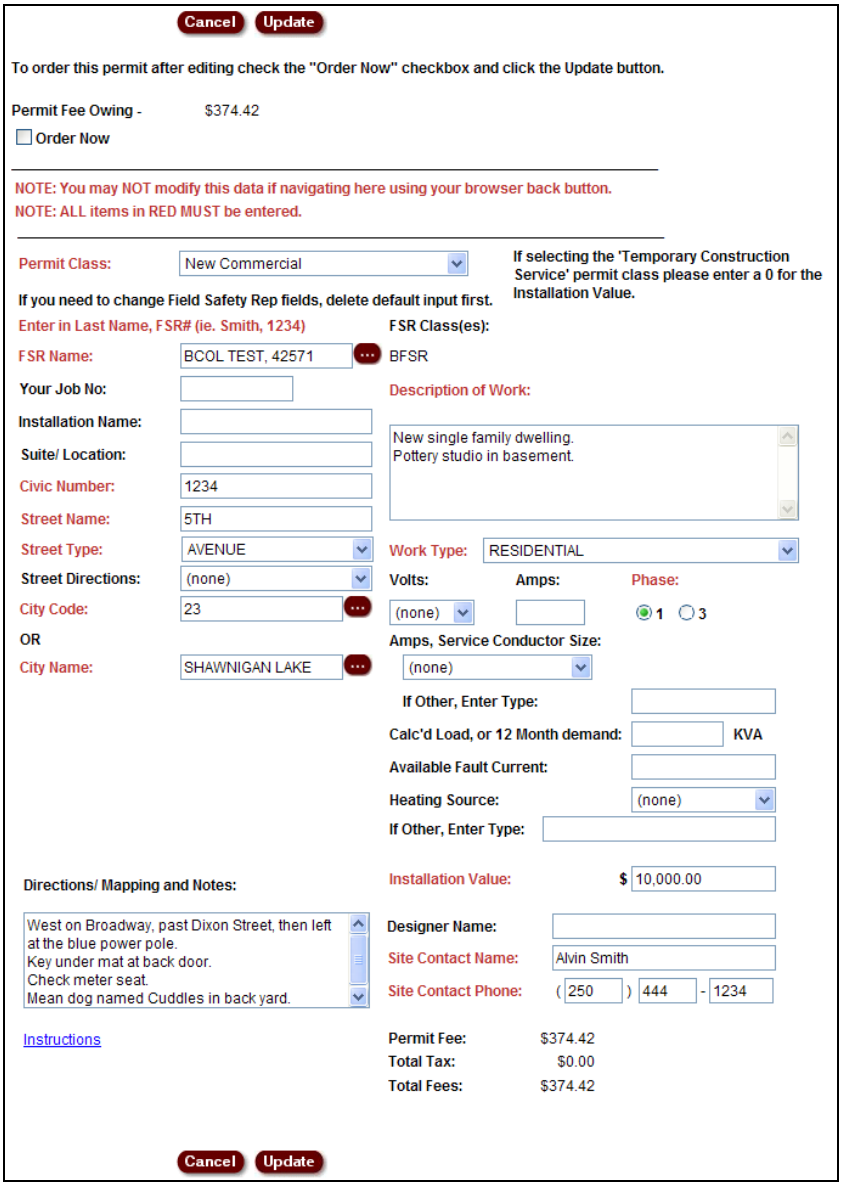
Site Contact Name (alphanumeric, required)
Type the name of a person who will be available on site.

`Site Contact Phone Number` (numeric, required)
Type the *`site contact phone number`*, including the area code.

After filling in the Permit Entry screen, click **Next** to go to the Permit Review/Order screen.

Reviewing and Ordering Your New Permit

The Permit Review/Order screen shows the total permit fee at the top, and the information you provided below.



Review the information carefully. If you see something wrong, you can still change any of the fields. If you make any changes, click **Update** so the system can make any necessary adjustments to the fee.

Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will order the permit. When the process is complete, you will go to the Permit Summary screen. The Permit Summary shows the permit number and a complete summary of the information you provided.

List Your Active Permits

Use the List Active Permits option to list all permits that have been requested under your contractor number, but that have not yet been through final inspection.

Note

If you have a large number of active permits, this transaction might take some time. If you have only one active permit, you will bypass this list and go straight to the View Permit screen.

In the Electrical Permits section of the menu, click **List Active Permits**. You will go to the Active Permits List screen.

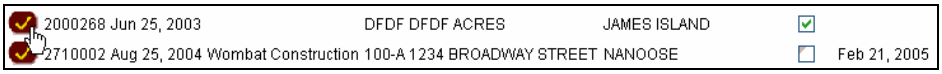
Permit No	Date Issued	Installation Name	Address	City Code Name	O/S Insp	Expiry Date:
2710005	Aug 25, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	PORT COQUITLAM	☑	
2000615	Sep 9, 2003	Testing	11 SQUAMISH STREET	MISC. ISLANDS	☑	
2000610	Sep 5, 2003		1 QWER QUAI	NANAIMO-NORTHFIELD S	☑	
2000567	Aug 27, 2003	Testing 3448	55 SKINNER END	OAK BAY	☑	
2000333	Jul 1, 2003	Pat Sanders	2345 SIXTH AVENUE	NANOOSE	☑	
2000324	Jun 29, 2003	Wombat Construction	100-A 1234 BROADWAY AVENUE	NANOOSE	☑	
2000268	Jun 25, 2003		DFDF DFDF ACRES	JAMES ISLAND	☑	
2710002	Aug 25, 2004	Wombat Construction	100-A 1234 BROADWAY STREET	NANOOSE	☐	Feb 21, 2005
2000443	Jul 22, 2003	Wombat Construction	100-A 1234 BROADWAY AVENUE	NANOOSE	☐	Feb 20, 2005

The Active Permits List screen displays all your active permits, showing the permit number, the date the permit was issued, the installation name, the address, the city code name, any outstanding inspections, and the permit's expiry date. You can click the column headings to sort the list by permit number, date issued, and so on. Click a column heading again to reverse the sort order. Permit Amendments do not require inspections and will not appear in this list.

In the O/S Insp (outstanding inspections) column:

- A ticked check box indicates that an inspection request has been entered against this permit, but the inspection has not yet taken place. When the inspection takes place, the tick will disappear.
- An unticked check box indicates that there are no outstanding inspection requests entered against this permit. This can mean one of two things: either no inspection request has been entered against the permit, or the inspection has taken place.
- Permits that do not require inspections (e.g., Supplementary Permits or Additional Value Permits) will have no check box.

To view a detailed report of a permit's contents and history, click one of the selection buttons at the left of the screen.



Selecting a permit for display

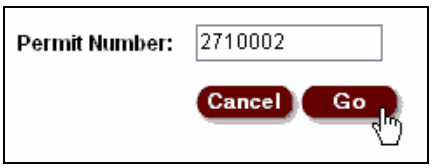
List Your Expired Permits

Use the List Expired Permits option to view a list of all permits that have been requested under your contractor number, and that have expired.

In the Electrical Permits section of the menu, click **List Expired Permits**. You will go to the Expired Permits List screen.

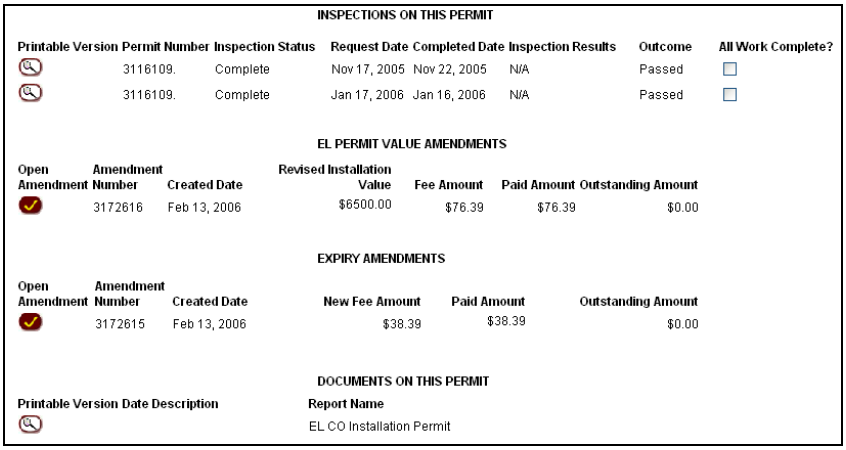
Search by Permit Number

In the Electrical Permits section of the menu, click the **Search by Permit No** option to search for a specific permit. The system will display the Permit Number field.



`Permit Number` (numeric, required)
Type in an existing ***`permit number`***, then click **Go**. If the permit number is valid, the system will display the permit.

Below the permit information, the system displays links to any inspections, amendments and documents that are associated with the permit.



INSPECTIONS ON THIS PERMIT

Printable Version	Permit Number	Inspection Status	Request Date	Completed Date	Inspection Results	Outcome	All Work Complete?
	3116109.	Complete	Nov 17, 2005	Nov 22, 2005	N/A	Passed	
	3116109.	Complete	Jan 17, 2006	Jan 16, 2006	N/A	Passed	

EL PERMIT VALUE AMENDMENTS

Open Amendment	Amendment Number	Created Date	Revised Installation Value	Fee Amount	Paid Amount	Outstanding Amount
	3172616	Feb 13, 2006	$6500.00	$76.39	$76.39	$0.00

EXPIRY AMENDMENTS

Open Amendment	Amendment Number	Created Date	New Fee Amount	Paid Amount	Outstanding Amount
	3172615	Feb 13, 2006	$38.39	$38.39	$0.00

DOCUMENTS ON THIS PERMIT

Printable Version	Date Description	Report Name
		EL CO Installation Permit

Links to related documents

Click one of the selection buttons at the left of the screen to view the related documents.

Permit amendments, inspection requests, and other documents created **after** July 2, 2003 are stored in PDF format. Your browser will use Acrobat Reader to display PDF files. To return from Acrobat Reader, either:

- close the window (if your document appeared in a new pop-up window) or
- click your browser's **Back** button (if your document appeared in the browser window).

Search Permits by Specific Date

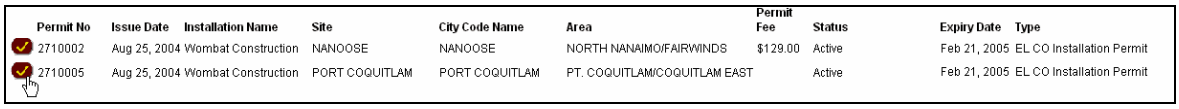
This option lists all permits requested under your contractor number on a particular date.

In the Electrical Permits section of the menu, click the **Search by Specific Date** option to search for all permits issued to you on one specific day. The system will display the Issue Date field.

There are two ways to specify a date.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.

Once you have specified a date, click **Go**. You will go to the Permit List screen (or the Permit Amendment List screen).

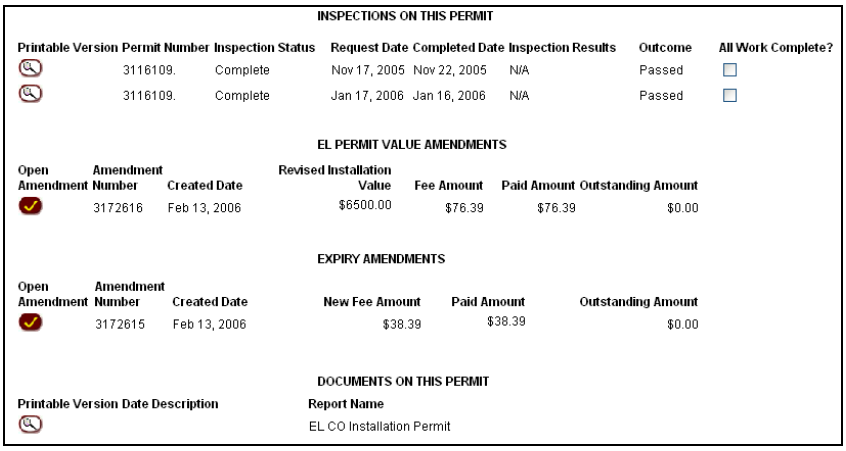


Permit No	Issue Date	Installation Name	Site	City Code Name	Area	Permit Fee	Status	Expiry Date	Type
2710002	Aug 25, 2004	Wombat Construction	NANOOSE	NANOOSE	NORTH NANAIMO/FAIRWINDS	$129.00	Active	Feb 21, 2005	EL CO Installation Permit
2710005	Aug 25, 2004	Wombat Construction	PORT COQUITLAM	PORT COQUITLAM	PT. COQUITLAM/COQUITLAM EAST		Active	Feb 21, 2005	EL CO Installation Permit

The Permit List screen displays all the permits that were issued to your account on the date you specified. The list shows the permit number, issue date, installation name, site, city code name, area, permit fee, status, expiry date, and type of each permit.

Depending on your screen, you might have to scroll to the right to see all this information. You can click the column headings to sort the list. Click a column heading again to reverse the sort order. To view a detailed report of the permit's contents and history, click one of the selection buttons at the left of the screen.

Below the permit information, the system displays links to any inspections, permit amendments and documents that are associated with the permit.



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Open Amendment	Amendment Number	Created Date	New Fee Amount	Paid Amount	Outstanding Amount
	3172615	Feb 13, 2006	$38.39	$38.39	$0.00

DOCUMENTS ON THIS PERMIT

Printable Version	Date Description	Report Name
		EL CO Installation Permit

Links to related documents

Click one of the selection buttons at the left of the screen to view related documents.

Permits, permit amendments, inspection requests, and other documents created **after** July 2, 2003 are in PDF format. Your browser will use Acrobat Reader to display PDF files.

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Search Permits by Date Range

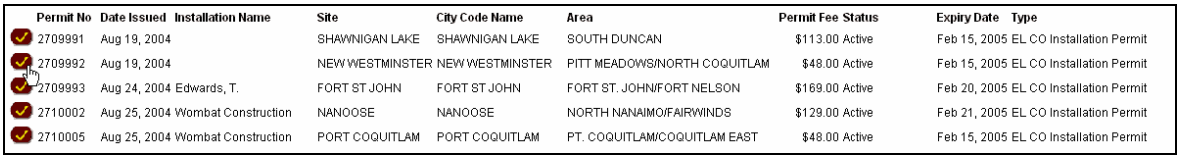
This option lists all permits requested under your contractor number between two dates that you specify.

In the Electrical Permits section of the menu, click the **Search by Date Range** option. The system will display the Date Range fields, where you can specify a start and end date.

There are two ways to specify the dates.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** links to the right of the fields. This brings up a calendar widget you can manipulate to specify start and end dates. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.

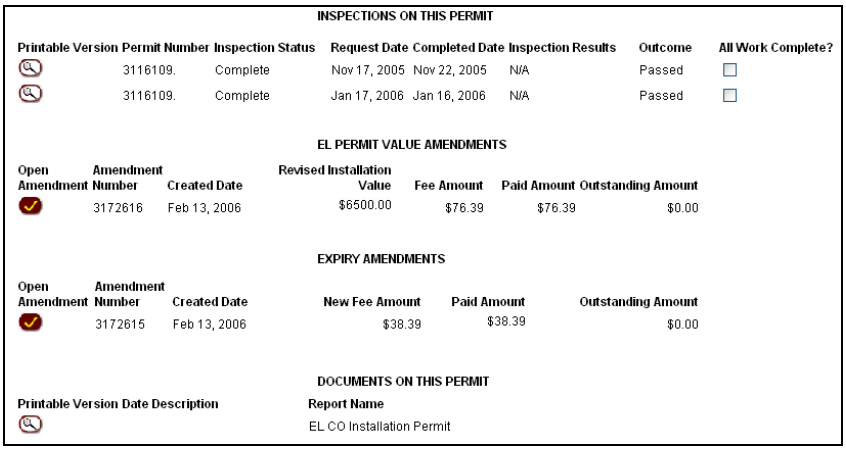
Once you have specified a date range, click **Go**. You will go to the Permit List screen.



Permit No	Date Issued	Installation Name	Site	City Code Name	Area	Permit Fee Status	Expiry Date	Type
2709991	Aug 19, 2004		SHAWNIGAN LAKE	SHAWNIGAN LAKE	SOUTH DUNCAN	$113.00 Active	Feb 15, 2005	EL CO Installation Permit
2709992	Aug 19, 2004		NEW WESTMINSTER	NEW WESTMINSTER	PITT MEADOWS/NORTH COQUITLAM	$48.00 Active	Feb 15, 2005	EL CO Installation Permit
2709993	Aug 24, 2004	Edwards, T.	FORT ST JOHN	FORT ST JOHN	FORT ST. JOHN/FORT NELSON	$169.00 Active	Feb 20, 2005	EL CO Installation Permit
2710002	Aug 25, 2004	Wombat Construction	NANOOSE	NANOOSE	NORTH NANAIMO/FAIRWINDS	$129.00 Active	Feb 21, 2005	EL CO Installation Permit
2710005	Aug 25, 2004	Wombat Construction	PORT COQUITLAM	PORT COQUITLAM	PT. COQUITLAM/COQUITLAM EAST	$48.00 Active	Feb 15, 2005	EL CO Installation Permit

The Permit List screen displays all the permits that were issued to your account on the date you specified. The list shows the permit number, issue date, installation name, site, city code name, area, permit fee, status, expiry date, and type of each permit. Depending on your screen, you might have to scroll to the right to see all this information. You can click the column headings to sort the list by permit number, issue date, installation name, and so on. Click a column heading again to reverse the sort order.

Below the permit information, the system displays links to any permit amendments and documents that are associated with the permit.



INSPECTIONS ON THIS PERMIT

Printable Version	Permit Number	Inspection Status	Request Date	Completed Date	Inspection Results	Outcome	All Work Complete?
	3116109.	Complete	Nov 17, 2005	Nov 22, 2005	N/A	Passed	
	3116109.	Complete	Jan 17, 2006	Jan 16, 2006	N/A	Passed	

EL PERMIT VALUE AMENDMENTS

Open Amendment	Amendment Number	Created Date	Revised Installation Value	Fee Amount	Paid Amount	Outstanding Amount
	3172616	Feb 13, 2006	$6500.00	$76.39	$76.39	$0.00

EXPIRY AMENDMENTS

Open Amendment	Amendment Number	Created Date	New Fee Amount	Paid Amount	Outstanding Amount
	3172615	Feb 13, 2006	$38.39	$38.39	$0.00

DOCUMENTS ON THIS PERMIT

Printable Version	Date Description	Report Name
		EL CO Installation Permit

Links to related documents

Click one of the selection buttons at the left of the screen to view permit information.

Permit amendments, inspection requests, and other documents created **after** July 2, 2003 are stored in PDF format. Your browser will use Acrobat Reader to display PDF files.

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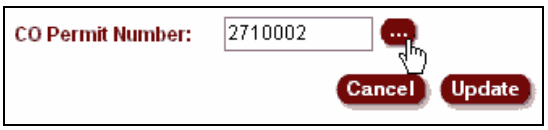
Electrical Permit Amendments

The following topics contain detailed instructions:

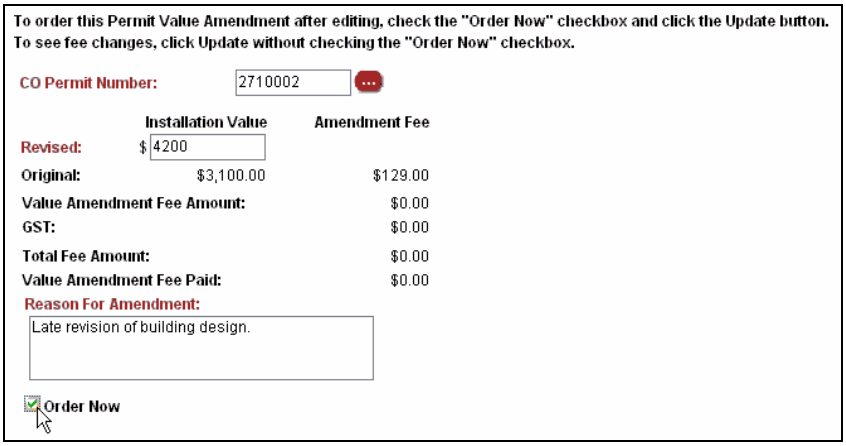
- Request a New Permit Value Amendment (see page 23)
- Request a New Expiry Amendment (see page 24)
- Search Permit Amendments by Amendment Number (see page 25)
- Search Permit Amendments by Specific Date (see page 26)
- Search Permit Amendments by Date Range (see page 28).

Request a New Permit Value Amendment

To add work to an existing active permit, click the **New Permit Value Amendment** menu selection in the left of the screen. The system will display the CO Permit Number field.



`CO Permit Number` (numeric, required)
Type in an existing *`active permit number`*, then press the `<Tab>` key or click the lookup (...) button to the right of the field. The system will check the permit number to ensure its validity (if the permit number is valid, you will not receive an error message). Click **Next** to continue to the Permit Value Amendment screen.



The Revised field and the Reason for Amendment fields are both required.

`Revised` (numeric, required)
Type the *`new value`* (in dollars) of the installation. Do not include the value of fixtures and heaters in this amount.

> **Tip**
> Do **not** enter a dollar sign ($) in the Revised field. The system will automatically add a dollar sign to the amount you enter.

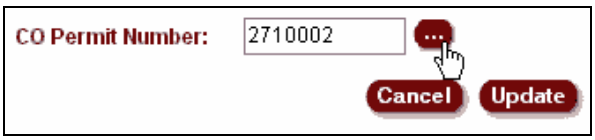
`Reason for Amendment` (alphanumeric, required)
Write a brief note describing the additional work.

Review the information carefully. If you see something wrong, you can change it and click **Update**. Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will order the permit. When the process is complete, you will go to the Permit Summary screen. The Permit Summary shows the permit number and a complete summary of the information you provided. We suggest that you use your browser's Print button to print a copy of the permit summary for your records.

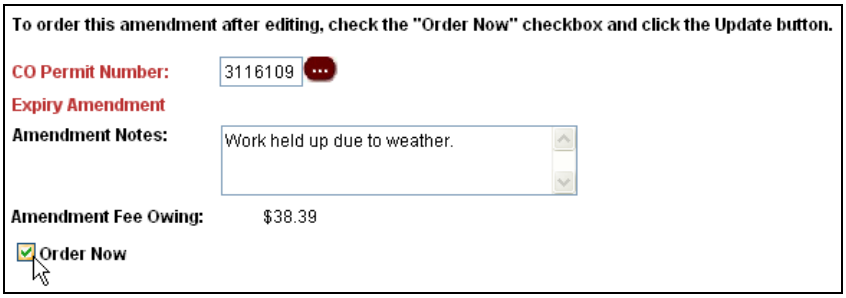
Please request all inspections against the Original Permit Number. You cannot use a permit amendment number to request an inspection.

Request a New Expiry Amendment

To request an expiry amendment, click the **New Expiry Amendment** menu selection at the left of the screen. The system will display the CO Permit Number field.



`CO Permit Number` (numeric, required)
Type in an existing ***`active permit number`***, then click the lookup button (...) to the right of the field. The system will check the permit number to ensure its validity (if the permit number is valid, you will not receive an error message). Click **Update** to continue to the Expiry Amendment screen.



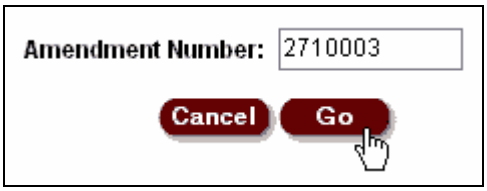
`Amendment Notes` (alphanumeric, optional)
If you like, you can write a brief note explaining the reason for the amendment.

Review the information carefully. If you see something wrong, you can change it and click **Update**. Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will order the permit amendment. When the process is complete, you will go to the Permit Amendment Summary screen. The Permit Amendment Summary shows the amendment number and a complete summary of the information you provided. We suggest that you use your browser's Print button to print a copy of the permit amendment summary for your records.

Please request all inspections against the Original Permit Number. Although the system issues a new permit amendment number, you should continue to refer to the permit by its original number (for example, when you request an inspection).

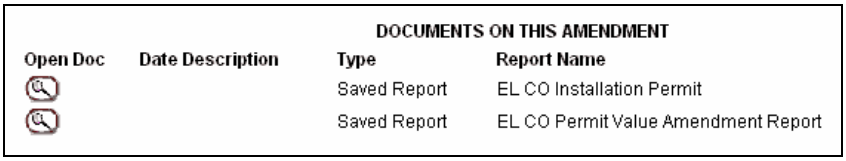
Search Permit Amendments by Amendment Number

In the Electrical Permit Amendments section of the menu, click the **Search by Amendment No** option to search for a specific amendment. The system will display the Amendment Number field.



`Amendment Number` (numeric, required)
Type in an existing *`amendment number`*, then click **Go**. If the amendment number is valid, the system will display the amendment.

Below the amendment information, the system displays links to any documents that are associated with the permit.



Links to related documents

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Search Permit Amendments by Specific Date

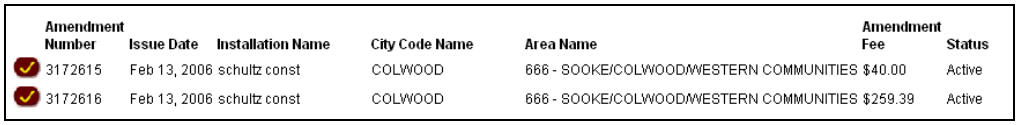
This options lists all permit amendments requested under your contractor number on a particular date.

In the Electrical Permit Amendments section of the menu, click the **Search by Specific Date** option to search for all permit amendments issued to you on one specific day. The system will display the Issue Date field.

There are two ways to specify a date.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.

Once you have specified a date, click **Go**. You will go to the Permit Amendment List screen.

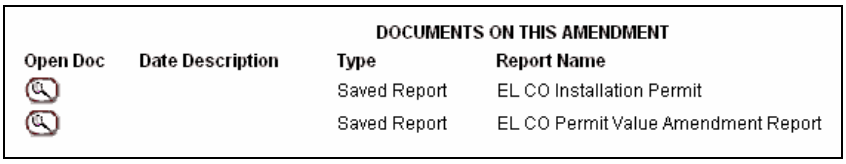


Amendment Number	Issue Date	Installation Name	City Code Name	Area Name	Amendment Fee	Status
3172615	Feb 13, 2006	schultz const	COLWOOD	666 - SOOKE/COLWOOD/WESTERN COMMUNITIES	$40.00	Active
3172616	Feb 13, 2006	schultz const	COLWOOD	666 - SOOKE/COLWOOD/WESTERN COMMUNITIES	$259.39	Active

The Permit Amendment List screen displays all the permit amendments that were issued to your account on the date you specified. The list shows the amendment number, issue date, installation name, site, city code name, area, amendment fee, status, and type of each amendment.

Depending on your screen, you might have to scroll to the right to see all this information. You can click the column headings to sort the list. Click a column heading again to reverse the sort order. To view a detailed report of the amendment's contents and history, click one of the selection buttons at the left of the screen.

Below the permit amendment information, the system displays links to any documents that are associated with the amendment.



Links to related documents

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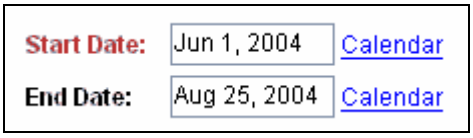
Search Permit Amendments by Date Range

This option lists all permits amendments requested under your contractor number between two dates that you specify.

In the Electrical Permit Amendments section of the menu, click the **Search by Date Range** option. The system will display the Date Range fields, where you can specify a start and end date.



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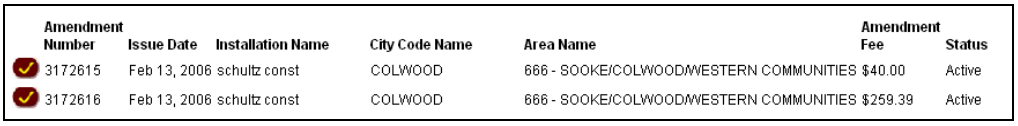
Once you have specified a date range, click **Go**. You will go to the Permit Amendment List screen.



Amendment Number	Issue Date	Installation Name	City Code Name	Area Name	Amendment Fee	Status
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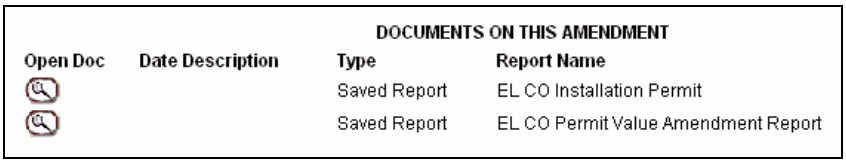
3172616	Feb 13, 2006	schultz const	COLWOOD	666 - SOOKE/COLWOOD/WESTERN COMMUNITIES	$259.39	Active

The Permit Amendment List screen displays all the permit amendments that were issued to your account between the dates you specified. The list shows the amendment number, issue date, installation name, site, city code name, area, amendment fee and status. Depending on your screen, you might have to scroll to the right to see all this information. You can click the column headings to sort the list. Click a column heading again to reverse the sort order.

Below the permit amendment information, the system displays links to any documents that are associated with the amendment.



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Electrical Inspections

The following topics contain detailed instructions:

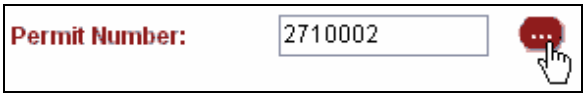
- Request a New Inspection (see page 31)
- Search Inspection Requests by Permit Number (see page 37)
- Search Inspections on a Specific Permit (see page 38)
- View the Safety Officer and Area Directory (see page 39).

Request a New Inspection

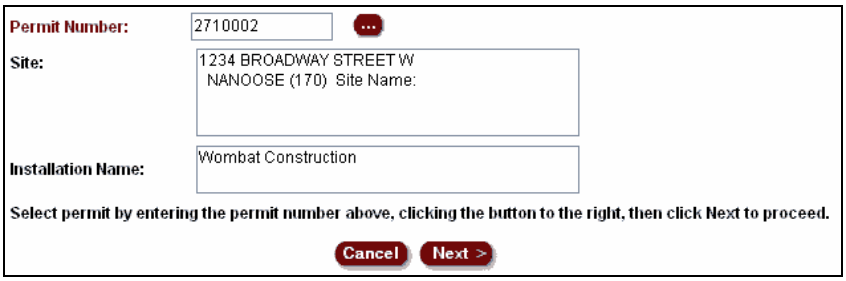
This option lets you request an inspection for an existing permit.

> **Note**
> Permit fees cover the cost of all inspections, except for inspections of installations previously deemed non-compliant. These will be billed on an hourly basis.

In the Electrical Inspections section of the menu, click the **Request New Inspection** option. The system will display the Permit Number field.



`Permit Number` (numeric, required)
Type in an existing ***`permit number`***, then click the lookup button (...) to the right of the field. The system will check the permit number to ensure its validity. If the permit number is valid, the system will display the Site and Installation Name information.



Site and Installation Name filled in by system

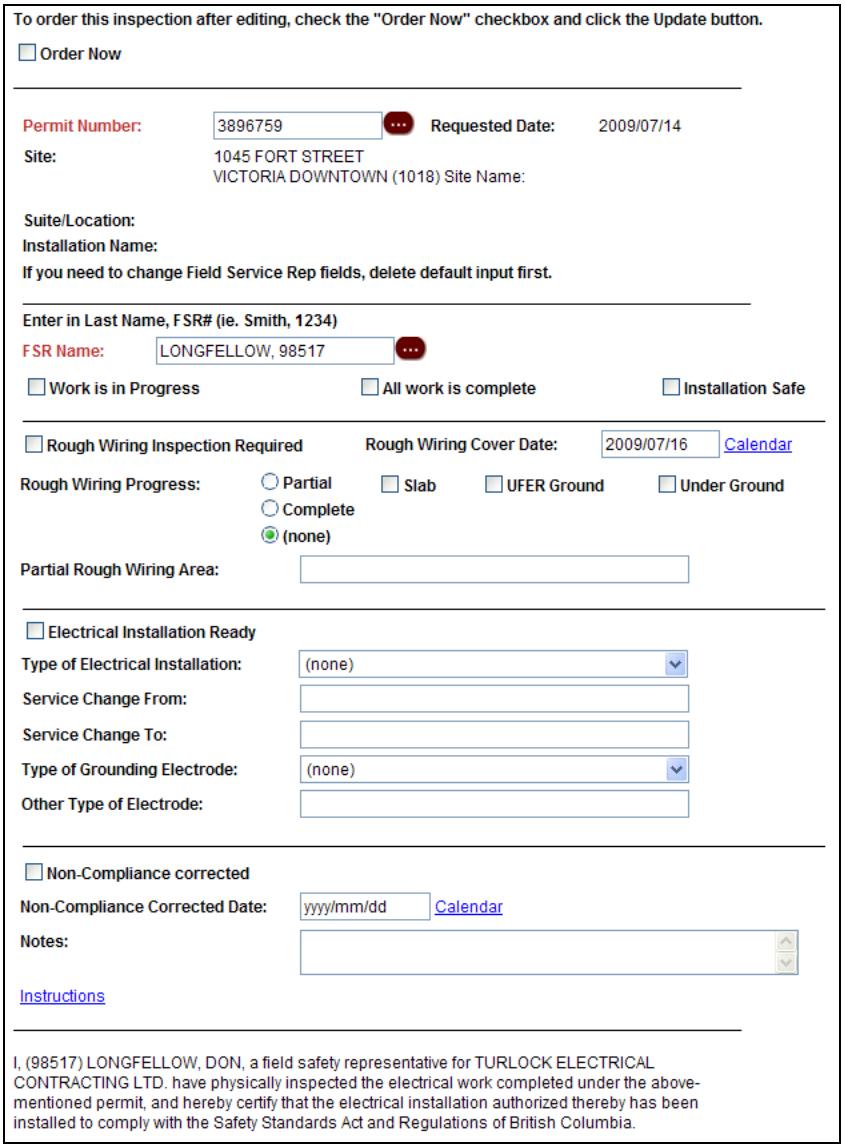
Check that the site and installation name are correct. If they are, click **Next** to continue to the Inspection Request screen.

The Inspection Request screen has four sections:

- Permit Information Section (see page 33)
- Rough Wiring Section (see page 34)
- Electrical Service Section (see page 35)
- Non-Compliances Section (see page 35)

You must fill out *at least one* of these sections. All fields with red labels are required.

The Notes (see page 35) field at the bottom of the screen can be used to provide additional information for any of the sections.


To order this inspection after editing, check the "Order Now" checkbox and click the Update button.

Order Now

Permit Number: 3896759 Requested Date: 2009/07/14

Site: 1045 FORT STREET
VICTORIA DOWNTOWN (1018) Site Name:

Suite/Location:

Installation Name:

If you need to change Field Service Rep fields, delete default input first.

Enter in Last Name, FSR# (ie. Smith, 1234)

FSR Name: LONGFELLOW, 98517

Work is in Progress | All work is complete | Installation Safe

Rough Wiring Inspection Required | Rough Wiring Cover Date: 2009/07/16 Calendar

Rough Wiring Progress: Partial | Slab | UFER Ground | Under Ground
Complete
(none)

Partial Rough Wiring Area:

Electrical Installation Ready

Type of Electrical Installation: (none)

Service Change From:

Service Change To:

Type of Grounding Electrode: (none)

Other Type of Electrode:

Non-Compliance corrected

Non-Compliance Corrected Date: yyyy/mm/dd Calendar

Notes:

Instructions

I, (98517) LONGFELLOW, DON, a field safety representative for TURLOCK ELECTRICAL CONTRACTING LTD. have physically inspected the electrical work completed under the above-mentioned permit, and hereby certify that the electrical installation authorized thereby has been installed to comply with the Safety Standards Act and Regulations of British Columbia.

After filling in the Inspection Request screen and adding some notes, you can Review and Order Your Inspection Request (see page 36).

Permit Information Section

Permit Number (numeric, required)
If the permit shown is the one you want inspected, just leave this field as it is. To change to another permit, type in an existing *permit number*, and then click the lookup button (...) to the right of the field. The system will check the permit number to ensure its validity. If the permit number is valid, the system will display the Site and Installation Name information.

FSR Name (*Last Name*, comma, space, *FSR Number*)
The FSR Name field displays your field safety representative's name and number. If the correct field safety representative appears in this field, just leave it as it is. The rep's Certificate of Qualification classes appear in the FSR Class(es) field.

To select a different field safety representative enter their *last name* and *FSR number* separated by a comma and a space.

For example: Smith, 12345

> **Tip**
> If you don't know the field safety representative's last name or FSR number, you will have to contact them and ask them for it. For privacy reasons, the BCSA cannot give out this information.

Press the <Tab> key or click the lookup (...) button to the right of the field. The system checks the name and number you entered against BCSA's database. If the name and number are correct, the system will display the tradesperson's name, number, and FSR classes.

If you enter an *incorrect* FSR name and number, or if you do not separate the name and number with a comma and space, the system displays a message indicating that your search failed. Please check the name, number, and formatting and try again.

Work is in Progress (check box, optional)
Permits expire after six months of no progressive inspection requests. If work is in progress, you can check this box to extend your permit for another six months without acquiring a new permit.

All work is complete (check box, optional)
If all your electrical work has been completed, check this box.

Installation Safe (check box, optional)
If you checked Work in Progress, check this box as well to indicate that the work is in progress and ready for inspection in a safe state.

Rough Wiring Section

If you want to request a rough wiring inspection, check the **Rough Wiring Inspection Required** box and complete the rest of this section. Otherwise, skip to the Main Electrical Service section.

`Rough Wiring Cover Date` (date)
This field defaults to two working days in the future. There are two ways to specify a different *`cover date`*.

1. You can delete the existing date and enter a new date in the format MMM DD, YYYY, where MMM is a contraction for a month, DD is a day, and YYYY is a year.
2. An easier way is to click the **Calendar** link to the right of the field. This brings up a calendar widget you can manipulate to specify a date. Click the << and >> buttons to select an earlier or later month or year. When you get to the month and year you want, just click the date. The system will transfer the date from the calendar to the input field.

`Rough Wiring Progress` (radio buttons, one required):
Click a button to indicate one of the following:

- **Partial** to request a partial inspection. If you choose this option, fill in the Partial Rough Wiring Area field below.
- **Complete** to request a complete rough wiring inspection.

`Slab` (check box, optional)
If you want to request a slab inspection, check this box.

`UFER` (check box, optional)
If you want to request a UFER Ground inspection, check this box.

`Under Ground` (check box, optional)
If you want to request an underground inspection, check this box.

`Partial Rough Wiring Area` (alphanumeric, optional)
If you selected the Partial button in the Rough Wiring Progress section above, indicate which part of the job should be inspected (for example, `BASEMENT ONLY`).

Electrical Service Section

If you want to request a service connection, check the **Electrical Installation Ready** box and complete the rest of this section. Otherwise, skip to the Deficiencies Corrected section.

`Type of Electrical Installation` (selection list, optional)
Click the list and select one of the items to indicate an installation type.

`Service Change From` (numeric, optional)
If you want to request a service change, type the *`old service size`* in this field.

`Service Change To` (numeric, optional)
If you want to request a service change, type the *`new service size`* in this field.

`Type of Grounding Electrode` (selection list, optional)
Click the list and select one of the items to indicate the type of grounding electrode.

`Other Type of Electrode` (alphanumeric, optional)
If no item in the Grounding Electrode list properly describes the installation, enter a description in this field.

Non-Compliances Section

`Non-Compliances corrected` (check box, optional)
If a prior inspection noted any non-compliances that have now been corrected, check this box.

`Non-Compliances Corrected Date` (optional, date)
If you know the date that the non-compliances were corrected, fill in this field.

Notes

`Notes` (alphanumeric, optional)
Type any notes that may be of help to the safety officer. This field is often used to more fully explain any of the sections above. You may also use it for such messages as `KEY ON METER` or `BEWARE OF DOG`.

When you have completed the Inspection Request screen, click **Update** to go to the Inspection Request Review screen.

Review and Order Your Inspection Request

The Inspection Request Review screen displays the information you provided.

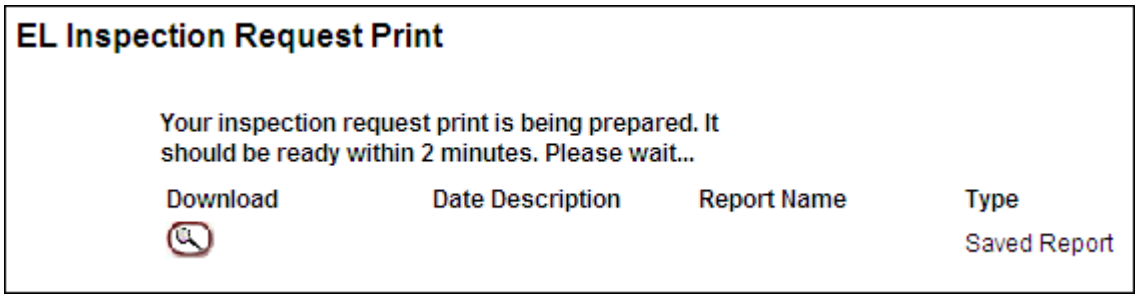
Review the information carefully. If you see something wrong, you can change it and click **Update**. Once you are satisfied that everything is correct, check the **Order Now** box and click **Update**. The system will send your inspection request to the safety officers. When the process is complete, you will go to the Inspection Request Summary screen.

Checking the Order Now box

The Inspection Request Summary screen shows a complete summary of the information you provided.

If you require a printed copy of the inspection request to send to the utility or to post on the job site, select the link at the bottom of the summary screen: **Please click here to print your inspection request**. You will go to the Inspection Request Print screen.

When the Download icon appears, the request is ready. Click the icon to view the printable inspection request.

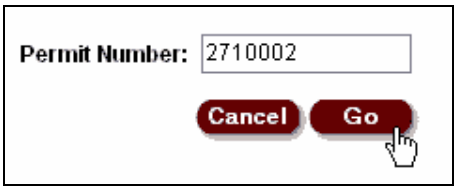


To return from Acrobat Reader, either:

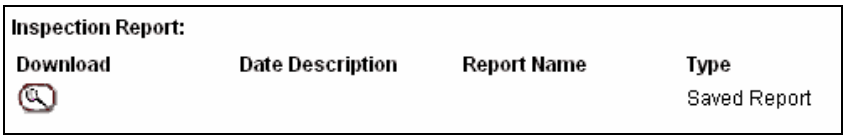
- close the window (if your document appeared in a new pop-up window) or
- click your browser's **Back** button (if your document appeared in the browser window).

Search Inspection Requests by Permit Number

In the Electrical Inspections section of the menu, click the **Search Requests by Permit No.** option to search for a specific inspection request. The system will display the Permit Number field.



`Permit Number` (numeric, required)
Type in a ***`permit number`*** for which you have requested an inspection, and then click **Go**. If the permit number is valid, the system will display the inspection request. If there is more than one request associated with the permit you specified, you will get a selection list. Below the inspection request information, the system displays links to related documents (if any exist).



Links to related documents

Printing an Official Inspection Request

You can display an inspection request by clicking one of the selection buttons at the left of the screen. The system stores inspection requests as PDF files. Your Web browser will use Acrobat Reader to display the PDF files. Depending on your Acrobat version and settings, the inspection request will appear in a new window, or in the browser window.

You can print an inspection request when you need to:

- post the request on a job site
- notify the utility
- keep a record for your files.

After printing the inspection request, make sure that you:

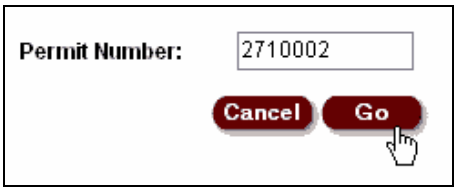
- sign the Field Safety Rep signature line
- fill in the contractor phone number
- fill in the date.
- If the inspection request is to be submitted to the utility, fill in the voltage, amps, and phase lines.

To return from Acrobat Reader, either:

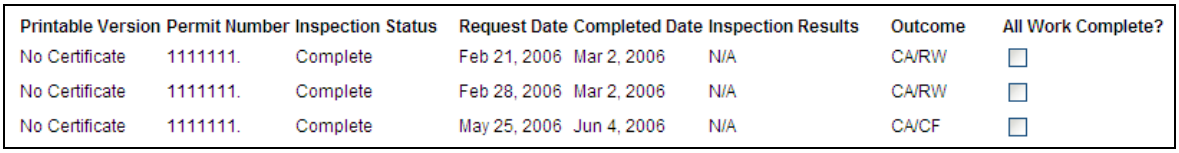
- close the window (if your document appeared in a new pop-up window) or
- click your browser's **Back** button (if your document appeared in the browser window).

Search Inspections on a Specific Permit

In the Electrical Inspections section of the menu, click the **Search Inspections on Permit** option to search for any inspection activities associated with a specific permit. The system will display the Permit Number field.



`Permit Number` (numeric, required)
Type in a ***`permit number`*** for which you have requested an inspection, and then click **Go**. If the permit number is valid, the system will display the Inspection List screen.



Printable Version	Permit Number	Inspection Status	Request Date	Completed Date	Inspection Results	Outcome	All Work Complete?
No Certificate	1111111.	Complete	Feb 21, 2006	Mar 2, 2006	N/A	CA/RW	☐
No Certificate	1111111.	Complete	Feb 28, 2006	Mar 2, 2006	N/A	CA/RW	☐
No Certificate	1111111.	Complete	May 25, 2006	Jun 4, 2006	N/A	CA/CF	☐

The Inspection List screen shows all inspection activities associated with the permit you specified. The Outcome column may contain the following codes:

- **`SI`** (Site Inspected)
- **`CA`** (Certification Accepted)
- **`RW`** (Rough Wiring)
- **`CF`** (Complete Final)

These codes are combined to describe the outcome of inspections.

When a contractor fills in and signs the inspection request (contractor's declaration), they certify that they have inspected the work, and that the work is done to code.

If the Safety Officer visits the job site and inspects the work, the outcome code will be SI (Site Inspected).

If the Safety Officer does not visit the job site and inspect the work, they *may* accept the contractor's declaration. If the Safety Officer accepts the contractor's declaration, the outcome code will be CA (Certification Accepted).

Here are some example outcome codes.

`SI/RW` – The Safety Officer visited the site and performed a rough wiring inspection.

`SI/CF` – The Safety Officer visited the site and performed a final inspection.

`CA/RW` – The Safety Officer has accepted the contractor's declaration regarding rough wiring.

`CA/CF` – The Safety Officer has accepted the contractor's declaration regarding final inspection.

View the Safety Officer and Area Directory

In the Electrical Inspections section of the menu, click the **Safety Officer and Area Directory** option to look up all provincial electrical safety officers by area.

The Safety Officer/Area Directory screen lists all area codes, area names, safety officer names, and safety officer telephone numbers.

Other Functions

Your Contractor Licence

In the Other section of the menu, click the **Your Contractor Licence** option to look up your contractor licence and view information regarding your standing.

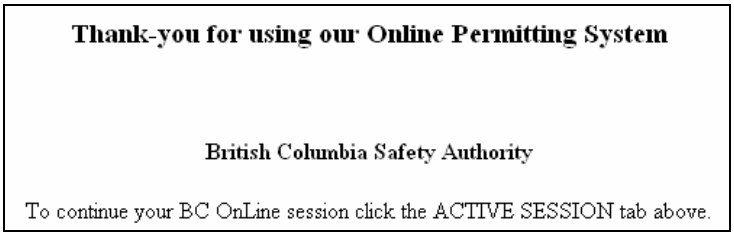
View Messages

In the Other section of the menu, click the **View Messages** option to view news items of interest to electrical contractors.

Leave the BCSA System

In the Account section of the menu, click the **Leave BCSA** option to exit the Electrical Permit System.

You will see a goodbye screen like the one shown below.



Click the **Active Session** tab in the BC OnLine navigation bar at the top of the screen to return to the BCSA System Access screen.

Who to Call for Help

Depending on the problem, you can call one of the following.

Internet Problems

For problems relating to your connection with the Internet, call your Internet Service Provider.

System Problems

For problems relating to BC OnLine passwords and userids, using the BC OnLine system, or connecting to and using the Electrical Permit system, contact the BC OnLine help desk:

- 250-953-8200 (Victoria calling area)
- 1-800-663-6102 (toll-free within B.C.)

Permit Problems

To find information on statutory requirements for permits, call the British Columbia Safety Authority toll-free at 1-866-566-7233 (1-866-566-SAFE).

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