



ALL ABOUT ANNUAL PERMITS

What is an Annual Electrical Permit?

It is a permit for minor electrical work that is good for one year, but there are rules and limits. Keep reading.

What do you mean by ‘minor electrical work’?

It is work that is needed for the day-to-day operation of a building, but **not** Routine Maintenance.

- It includes alterations, repairs, or additions to an existing electrical installation on short notice.
- It does not include renovations, upgrading equipment, or additions to structures.
- Work under an Annual Permit can't increase the kVA by 10% or more.
- And, work under an Annual Permit can't require a new connection to the electrical distribution system.

What is Routine Maintenance?

An Annual Permit is not needed for Routine Maintenance, which includes:

- Cleaning, inspecting, adjusting, and testing to ensure proper operation.
- Replacement of minor defective electrical devices such as, but not limited to, replacement of broken receptacles, light switches, burnt bulbs, and motors of fractional horsepower.

If you are concerned that your regular activities might exceed the bounds of Routine Maintenance, you may want to obtain an Annual Permit.

Who can apply for an Annual Permit?

- A Qualified Electrical Worker registered in the NWT
- A Qualified Housing Maintainer registered in the NWT – but with restrictions. They are listed below.
- A person or organization that operates a business that includes a group of buildings or residences.
- A person, organization, company or government that regularly employs or contracts with a Qualified Electrical Worker registered in the NWT. The name of the worker must be listed on the application.



Can you use it for more than one building?

Yes. They must all be listed with the application.

Do I have to report on the work done?

Yes. You have to keep a log of all electrical work, including:

- the date the work was done
- a description of the work with scope and location
- name and registration number of the worker or workers

You have to show the log to the Electrical Inspector when he asks to see it.

How much does an annual permit cost?

The fee for an annual permit depends on the installed capacity in kilovolt-amperes. **The details are given in Schedule A of the [Regulations](#).** If more than one building is covered by the permit, the combine kVA of all the structures listed on the Annual Permit is used to calculate the fee. If you need help calculating the kVA ratings, talk to the Electrical Inspector.

Do I have to get an annual permit?

No. You can choose to apply for a permit each time you do electrical work. In some cases, that may be more cost-effective.

What is a Housing Maintainer allowed to do?

Under an annual permit, A Qualified Housing Maintainer can do only these tasks:

- Use a meter to test and verify electrical circuits.
- Check and replace fuses.
- Check and reset circuit breakers.
- Identify possible overloaded circuits.
- Trace electrical circuits in a house.
- Repair extension cords.
- Identify conductors.
- Trouble-shoot and test receptacles.
- Replace receptacles.
- Trouble-shoot and test switches.
- Replace single and 3-pole switches.
- Trouble-shoot and test fixtures.
- Replace fixtures and ballasts.
- Trouble-shoot motors of less than one horsepower.



- Replace motors of less than one horsepower.

What's the most important rule?

All electrical work done under an annual permit must meet the Canadian Electrical Code, Part I, and the Electrical Protection Act and Regulations.

What if I have more questions?

Contact your [Regional Electrical Inspector](#).