

Concealed Work Acceptance Letter

Existing Work Completed Without Permits including Basement Developments, Residential Interior Alterations and Residential Additions.

Purpose

The purpose of this letter is to outline the requirements for obtaining permits for construction work that was completed without the required permits.

It also explains the process and limitations for completing inspections where the work was not inspected during construction and is no longer visible.

Property owners may wish to obtain permits after the fact to demonstrate compliance with applicable codes and standards for real estate transactions, insurance purposes, or personal assurance of safety. This document establishes a process to facilitate review of previously completed work while recognizing the limitations associated with inspecting concealed construction.

Intent

The intent of this process is to provide a reasonable level of safety assurance for property owners and occupants where work has been completed without permits and inspections. Since finished construction may conceal structural, mechanical, plumbing, and electrical components, inspectors may not be able to verify all aspects of the installation without destructive investigation.

This process allows for professional review to determine compliance to the extent reasonably possible without requiring demolition of the completed work.

Process Requirements

You, the owner, wish to proceed with permitting and inspections of existing concealed work, the following requirements shall apply:

- Electrical Work – You, the homeowner, shall contact a licensed electrical contractor to review the installation. The contractor must obtain an electrical contractor permit. Previously unpermitted work must comply with the code in force at the time the permit is issued.
- Plumbing Work – You, the homeowner, shall contact a licensed plumbing contractor to review the installation. The contractor must obtain a plumbing contractor permit. Previously unpermitted work must comply with the code in force at the time the permit is issued.
- Gas Work – You, the homeowner, shall contact a licensed gas contractor to review the installation. The contractor must obtain a gas contractor permit. Previously unpermitted work must comply with the code in force at the time the permit is issued.
- Building Work (Framing, HVAC, Structural Components) – You, the homeowner, can either obtain the applicable homeowner building permit OR contact a contractor who can obtain the contractor building permit.
Please Note: Where structural work has been completed, a Professional Engineer licensed to practice in Alberta must review the structural renovation and provide a stamped letter confirming compliance with applicable standards.

Once all required permits have been obtained and the work has been reviewed by the licensed contractor(s) and/or engineer, inspections may be scheduled through the normal inspection booking process.

Owner Acceptance and Acknowledgement

I/We acknowledge that the work referenced in this letter was completed without permits and inspections as required under applicable codes, regulations, and municipal bylaws at the time of construction.

I/We understand and agree that:

- Concealed work may not be fully visible for inspection, and approval may be based on limited verification.
- Additional deficiencies may be identified during the review or inspection process, which may require further investigation, removal of finishes, or corrective work at the owner's expense.
- Compliance with the codes in force at the time of permit issuance is required.
- Issuance of permits and completion of inspections does not guarantee full compliance of all previously completed work.
- The Authority Having Jurisdiction assumes no responsibility or liability for concealed deficiencies that cannot be reasonably verified.

By signing below, I/We agree to proceed with the permitting and inspection process under these conditions.

Property Address: _____

Owner Name(s) (Print): _____

Owner Signature(s): _____

Date: _____