Concealed Work Acceptance Letter - *Permit, Inspection, and Owner Acknowledgement*

Purpose

The purpose of this letter is to outline the requirements for obtaining permits and explain 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 personal assurance of safety.

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

If you would like to proceed with the permitting and inspection process of existing concealed work, the following requirements shall apply:

- Electrical Work – A licensed electrical contractor must review the installation and obtain the applicable permit from the authority holding jurisdiction. The work must comply with the code in force when the permit is issued.

- Plumbing Work – A licensed plumbing contractor must review the installation and obtain the applicable permit from the authority having jurisdiction. The work must comply with the code in force when the permit is issued.

- Gas Work- A licensed gas contractor must review the installation and obtain the applicable permit from the authority having jurisdiction. The work must comply with the code in force when the permit is issued.

- Building Work (Framing, HVAC, Structural Components) – The property owner or a qualified contractor must obtain the applicable permits. Where structural work has been completed, a professional engineer licensed to practise in Alberta must review the work and provide sealed documentation acceptable to the authority having jurisdiction.

Once all required permits have been obtained and the required professional previews have been completed, inspections may be requested through the applicable inspection-booking process. Additional documentation, testing, or removal of finished surfaces may be required before an inspection can be completed or approval is granted.

Owner Acceptance and Acknowledgement
I/We acknowledge that the work identified in this application was completed without permits and insepctions required at the time work was undertaken.

I/We understand and agree that:

- Concealed work may not be fully visible or capable of being verified through a non-destructive insepction;
- The applicable authority may require additional investigation, removal of finishes, testing, engineering review, or corrective work at my/our expense;
- The work must comply with applicable requirements in force when the permit is issued, unless otherwise determined by the Authority Having Jurisdiction;
- Permits, inspections, and approvals are limited to the work that can reasonably be assessed; and
- An inspection or approval does not represent a warranty that all previously completed or concealed work complies with applicable requirements.

By Signing below, I/We agree to proceed under these conditions.

Property Address: _____

Owner Name(s) (Print): _____

Owner Signature(s): _____

Date: _____