



THE CITY OF CALGARY

Planning, Development & Assessment

Version 5.1

eTrades Online Trade Permits User Manual

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Online Permits through the eTrades website – An Introduction

Use the features in the eTrades Online Permit system to speed up the permit application process.

Online permits allow contractors the ability to accelerate the permit application process. Contractors will be provided with more accurate and timely information about their permits and related inspections. Future releases of the online system will include more functionality based on feedback from contractors who are using the system.

The User Manual is designed to assist you in navigating and using the eTrades Online Permit System effectively and efficiently.

How to Use This Manual

The user manual is broken into five separate chapters:

- Introduction
- Permits
- Account Information and
- How to Request an Inspection.

The manual will provide valuable information as well as step-by-step instructions on how to use the eTrades Online Permit System.

INTRODUCTION

Getting Started

To access the Online Permits System through the eTrades website, you must first start your Internet browser. Type in the URL for eTrades Online Permit System <https://DBAServices.calgary.ca/vista>. This will take you to the home page for the VISTA website.

To view inspection details on a **Building Permit** – you can click on **“Enter a Job Access Code (JAC)”**

To create a **new permit** you will need to be a registered user. Register users will: Use your **existing** Online Permit User Id and Password.

Development & Building Approvals

Login

User Id:

Password:

Login

Enter a [Job Access Code \(JAC\)](#)
Note: Your User ID is your current VISTA ID. If you do not have a VISTA ID, go to <https://vistatest.calgary.ca/> to apply for a VISTA account and obtain a User ID.

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

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Not a Register User? Click on the link: <https://vista.calgary.ca/> and then click on **“What is a Registered User and how do I become one?”**

VISTA

Applications, Licences & Permits

Applications, Licences & Permits

JOB ACCESS CODE

Enter a [Job Access Code \(JAC\)](#)

Forgot your JAC? Call: 268-5311 or [e-mail us](#)

Registered User? [Sign in here](#)

FAQ

- [Who Can Use VISTA?](#)
- [Where do I find my JAC number?](#)
- [Why can't I see my old applications?](#)
- [What is a Registered User and how do I become one?](#)

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Note: A *shortcut* is an excellent way to quickly access often used documents or websites. A shortcut is an icon that sits on your desktop. When this icon is double-clicked, the user will automatically be taken to the shortcut destination. A shortcut would be to bookmark or send to your desktop as a shortcut. To do this click on the following web address: <https://DBAServices.calgary.ca/vista> Go to the ‘File’ menu in your browser. Click on ‘Send’ and then ‘Shortcut to desktop’

INTRODUCTION

Logging In

At the log on screen, you will enter your User ID and password.

The screenshot shows the login interface for the City of Calgary's Development & Building Approvals system. At the top right, there is the City of Calgary logo and social media icons for Facebook, YouTube, and Twitter. The main heading is "Development & Building Approvals". Below this, there is a "Login" section with two input fields: "User Id:" and "Password:". A red "Login" button is positioned below the password field. A note below the fields reads: "Enter a Job Access Code (JAC) Note: Your User ID is your current VISTA ID. If you do not have a VISTA ID, go to <https://vistatest.calgary.ca/> to apply for a VISTA account and obtain a User ID." At the bottom, there are links for "Privacy Policy", "Terms of Use", and "Contact Us", and a copyright notice: "© 2011. All rights reserved. Official web site of The City of Calgary, located in Calgary, Alberta, Canada."

FIGURE 1.1 To enter the Online Permit Application System, you must first enter your UserID and password into the form above.

To log in, first click in the User ID field and type your User ID. Then, tab to the password field and type in your password.

If you have difficulty logging on, click on the underlined link on the screen. By clicking on this link <https://vista.calgary.ca/> and then clicking on the **Forgot your Password**, link, you will be prompted to email for assistance.

To finish the logon process, click the **Login>** button

Note: To enter the eTrades Online Permit System, you must have signed up with The City of Calgary. **To be eligible as a user, you must be a Licensed Master** registered with The City of Calgary. Contact The City of Calgary Planning, Development & Assessment for more information.

Permits

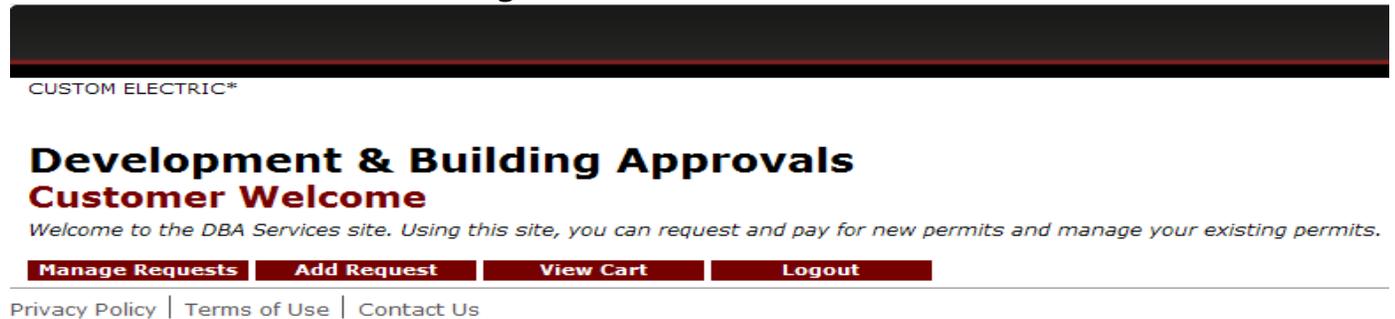
Create a new permit or search your own permits to check the application status.

The Online Permit System permit function through eTrades allows contractors to create new permit applications and search existing applications for timely status information.

Create a New Permit Application

Creating a new permit application is easy and time efficient using eTrades. Once the application is completed and submitted, the data is immediately processed and you receive your permit number instantly online.

About the Customer Welcome Page



The buttons located at the bottom of the Customer Welcome Page will allow you to:

Manage Requests. This button will redirect you to the VISTA website and allow you to book inspections, view deficiencies.

Add Request. This button will allow you to create a permit

View Cart. This button will allow you to view your existing cart items

Logout. Will log you out of the eTrades website

To create a permit request – click on the **Add Request** button
Use ‘*Service Category*’ dropdown and select ‘*Trade Permit*’

PERMITS

Use 'Service Type' dropdown and select the permit type you need.

CUSTOM ELECTRIC

THE CITY OF CALGARY

Follow us on

Development & Building Approvals

Choose an available service

[Next](#) [View Cart](#) [Logout](#)

Customer: CUSTOM ELECTRIC*

Service Category: Trade Permit

Service Type: (Please select a value)

- (Please select a value)
- Contractor's Electrical Permit
- Contractor's Fire Alarm Permit
- Contractor's Sign Installation Permit
- Contractor's Annual Electrical Permit
- Contractor's Communications Permit
- Contractor's Photovoltaic System Permit

[Next](#)

Privacy Policy | Terms

Screen ID: 2396028

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Click **Next** button to continue with the permit application.

About the Permit Application

The ***** on this page denotes 'mandatory fields'. These fields must be filled in to successfully create a permit.

About the Address of Job Field

The first field is the **Address of Job** field. You can either type in the information. When entering the address information manually, please keep the following points in mind:

	Suite: *	Building #: *	Street Name: *	Street Type: *	Quadrant: *
Job Address: *	<input type="text" value="102"/>	<input type="text" value="2000"/>	<input type="text" value="SOMERVALE"/>	<input type="text" value="COURT"/>	<input type="text" value="SW"/>

- The information is not case sensitive.
- **Suite:** suite or bay number
- **Building:** building address
- **Street Name:** Name of street eg. 12 or somervale
- **Street Type:** Use dropdowns to select the street type
- **Quadrant:** Use dropdowns to select a quadrant. i.e. SW, NW, NE, SE
- An example of a **valid address:** 421 28 AVENUE NE
- An example of an **invalid address** is: 421 28 AVENUE. If you enter this information and press the **Next** button you will receive this error message

The entered address is invalid. Please ensure all relevant address fields contain valid information.

PERMITS

About Category of Work and Type of Work

The **Category of Work** and the **Type of Work** are mandatory fields

Category of Work: * Commercial Multi-Family Residential

Type of Work: * New Improvement

About Detailed Description and Specific Location

The **Detailed Description of Work** (mandatory field) and the **Specific Location** are fields that you can use to itemize the work and specific location on the job site where the work is being performed.

Detailed Description of Work: *

Specific Location/
Additional Info:

About Total Job Cost

Calgary's permit fees are calculated based on a percentage of what the job costs from the values entered in the **Job Costs** section. The system only accepts numbers. **Do not enter any symbols such as dollar signs.** Eg. \$4000.00 enter as 4000

Total Job Cost \$: *

Charge working without a permit fee

About the Job Name and Job Number

The **Job Name** (mandatory) and the **Job Number** fields provide for easy tracking of your permits. Into these fields you may enter a job name which your company uses to refer to this job and **Job Number** allows you to reference the permit by your internal filing system.

Job Name: *

Job Number:

PERMITS

About the CQT and CQT Information

CQT (mandatory) use dropdown to select the tradesman that is responsible for the work being performed.

CQT Phone Number is mandatory

CQT Email Address is mandatory unless you click the 'No CQT Email Address' checkbox

Re-type CQT Email: is mandatory if you have typed in a CQT Email Address.

City Qualified
Tradesmen (CQT)

CQT: *

CQT Phone Number: * - -

CQT Email Address: *

Re-type CQT Email:

No CQT Email Address

About the Onsite Contractor Contact Information

Contact Name, Contact Phone Number and Contact Email are mandatory fields unless you click the 'On-Site Contractor Contact same as CQT' checkbox.

On-Site Contractor
Contact On-Site Contractor Contact same as CQT

Contact Name: *

Contact Phone
Number: * - -

Contact Email: *

Re-type Contact Email:

No Site Contact Email Address

About the Homeowner Name and Homeowner Phone Number Information

Homeowner Name, and Homeowner Phone Number are optional fields.

Homeowner Name:

Homeowner Phone
Number: - -

PERMITS

About Service Type **Electrical Permit only******

The Service information is now required when entering a Contractor's Electrical Permit. Contractor's Fire Alarm, Communication, Annual, Sign and Photovoltaic permits do not require service characteristics

Electrical Service: *	<input type="radio"/> Overhead <input type="radio"/> Underground
Service Type: *	<input type="radio"/> Main <input type="radio"/> Temporary
Phase: *	<input type="radio"/> 1 <input type="radio"/> 3
Wire: *	<input type="radio"/> 3 <input type="radio"/> 4
Volts: *	<input type="radio"/> 120 / 208 <input type="radio"/> 120 / 240 <input type="radio"/> 277 / 480 <input type="radio"/> 347 / 600 <input type="radio"/> 480 / 600 <input type="radio"/> high voltage (>750)
Amps: *	<input type="text"/>

About the Relocatable Structure Number **Electrical Permit Only******

This number is used to identify the skid or relocatable structure that will need to be inspected.

Relocatable Structure Number:	<input type="text"/>
-------------------------------	----------------------

About the Related Building Permit Number

This is an optional field.

Related Building Permit Number:	<input type="text"/>
---------------------------------	----------------------

Completing and Paying for your Permit

Upon completion of the application form,

1. click on the **Next** button  located on the lower left hand corner of the application form.
2. Click the 'Declaration' checkbox

I declare that I, or a qualified employee under proper supervision, will be performing the work applied for as stipulated in this permit application. As the property owner's agent, I have verified that the information contained within this application and all associated documents is correct and complete. The City Qualified Tradesman responsible for this permit application accepts accountability for ensuring successful completion of all required City inspections at the appropriate

I declare that I have read and agree to abide by the conditions above.

Personal information provided to The City of Calgary to process your application is collected under the authority of the Freedom of Information and Protection of Privacy Act Section 33(c) and is necessary for operating a program issuing licenses and permits. If you have any questions about the collection of this information, please contact 3-1-1.

3. Click the **Add to Cart** button. This will add this permit to your Order Summary

Modify Request

Add to Cart

Print

View Cart

Logout

About the Order Summary Page

The Order Summary page will display the permits that you have created and that have **not** been paid. When permits are in the Order Summary you can:

Copy function can be used when creating multiple permits of the same type eg. Condos

Edit function can be used if you would like to add or change any data on the permit

Delete function can be used if you do not wish to take out the permit

Add Request button – use this if you need to create another permit prior to payment

Check out button – use this button if you are ready to pay.

Log out button – use this if you do not want to pay and you want to end your session with eTrades

Note: Should you **Log Out**, any permit that is displayed in the Order Summary will be automatically deleted.

CUSTOM ELECTRIC™

Development & Building Approvals Order Summary

Please review the cart. To proceed with the order, print the Order Summary and click 'Checkout'.

Request Date:
 Customer Name:
 Cart ID:

Copy	Edit	Delete	Item ID	Service Requested	Description	Fee
			559679	Contractor's Electrical Permit	421 28 AV NE, test, Brian E Phelps	\$121.16
						Total Owning: \$121.16

[Manage Requests](#) | [Add Request](#) | [Print](#) | [Checkout](#) | [Logout](#)

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

About Online Payment

Here you will now pay for the permits in your Order Summary. You will:

1. Select **Card Type** using the dropdown list provided. Only Card Types in this list are valid.
2. Key in your **Card Number**
3. Key in the **Card Owner**
4. Select **Expiration Date**

Development & Building Approvals Online Payment

Please enter your credit card and click 'Pay'.

Cart ID:
 Total Amount:
 Card Type:
 Card Number:
 Card Owner:
 Expiration Date: /



[View Cart](#) | [Pay](#)

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

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Note: You can copy, edit or delete any permit in the Order Summary by clicking View Cart button prior to payment.

PERMITS

About the Order Confirmation

The Order Confirmation provides you with a summary of all your paid permits and displays the Service Requested, Description of permit, status and your permit number. Click on the **Print** button to print a copy for your records.



CUSTOM ELECTRIC™

Development & Building Approvals Order Confirmation

The transaction was processed successfully. The order was paid by VISA and the transaction ID is 10002651. A confirmation will be sent to all email addresses included in the application.

Request Date:

Customer Name:

Cart ID:

Service Requested	Description	Status	Fee
Contractor's Electrical Permit	421 28 AV NE, test, Brian E Phelps	Issued Permit - EP2011-04495	\$121.16
			Total Paid: \$121.16

[New Cart](#) | [Print](#) | [Logout](#)

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From the Order Confirmation you can:

1. request another permit by clicking on the **New Cart** button,
2. print the confirmation page by clicking on the **Print** button or
3. logout by clicking on the **Logout** button.
4. book an inspection or view other paid permits by clicking on the **Manage Request** button

How to Search Your Existing Permit Applications

The Online Permit Application System makes it easy to search for details on your Active Permits, inspection results and outstanding deficiencies. Once you have logged onto <https://vista.calgary.ca/>, click on the **Manage Requests** button located on the bottom left of the screen.

There are **four search options** you can use to obtain permit information.

You can search by **View All Permits**, **General Search** (which allows you to search by Permit Number, Address etc), by **JAQ** number **Inspections Completed**.

1. About “View All Permits”

The View All Permits Screen will show you a list of your Active Permits. You can view the details of your permit by clicking on the underlined permit number.

The screenshot shows the Vista web application interface. At the top right, there is the City of Calgary logo and social media icons. Below the logo, the word "VISTA" is displayed. On the left side, there is a navigation menu with the following items: "Application, Licences & Permits" (expanded), "PERMITS", "New Service Request", "SEARCH", "View All Permits" (highlighted with a black arrow), "General Search", "Inspections - Completed", "By JAC", "ACCOUNT", "Change Password", "Sign Out", "FAQ", "Trade & Building Permit User Manual", "FAQ", and "Announcements". The main content area is titled "CUSTOM ELECTRIC" and contains a welcome message: "Welcome to The City of Calgary Online Search for Development & Building Approvals Applications." Below this is a table of permit applications with columns for "Application No.", "Type", "Address", "Status", and "Project No.".

Application No.	Type	Address	Status	Project No.
	Electrical Permit	171 TUSCANY HILLS CI NW	New	
<u>EP2011-04496</u>	Electrical Permit	421 28 AV NE	Issued Permit	
<u>EP2011-04495</u>	Electrical Permit	421 28 AV NE	Issued Permit	
	Electrical Permit	2420 7 ST NE	New	
<u>EP2011-04486</u>	Electrical Permit	620 7 AV SW	Issued Permit	
	Electrical Permit	620 7 AV SW	New	1000054
	Electrical Permit	620 7 AV SW	New	1000054
	Electrical Permit	620 7 AV SW	New	1000054
<u>EP2011-04485</u>	Electrical Permit	14 SCENIC RIDGE WY NW	Issued Permit	
<u>EP2011-04484</u>	Electrical Permit	#70 3915 51 ST SW	Issued Permit	
<u>EP2011-04443</u>	Electrical Permit	935 MAPLECROFT RD SE	Issued Permit	
<u>EP2011-04397</u>	Electrical Permit	935 MAPLECROFT RD SE	Issued Permit	
	Electrical Permit	935 MAPLECROFT RD SE	New	
	Electrical Permit	935 MAPLECROFT RD SE	New	
<u>EP2011-04278</u>	Electrical Permit	115 EVERHOLLOW ST SW	Issued Permit	
	Electrical Permit		New	
	Electrical Permit		New	
	Electrical Permit	3801 14 ST SW	New	
<u>EP2011-04248</u>	Electrical Permit	#306 2420 14 ST SW	Issued Permit	

2. About the “General Search”

The permit search screen requires you to enter your search information. You can search using the permit number, your own project number, or even by address. From the drop down menu, you can also search by active or completed permits. Once you have selected the information you would like to search by, you will complete your request by clicking on the **search** button found at the lower right hand corner of your screen. Search results will be returned to you.

VISTA

Application, Licences & Permits
PERMITS
New Service Request
SEARCH
View All Permits
General Search
Inspections - Completed
By JAC
ACCOUNT
Change Password
Sign Out
FAQ
Trade & Building Permit User Manual
FAQ
Announcements

CUSTOM ELECTRIC
Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Quick Lookup
Application/Permit Number:
OR
My Project Number:

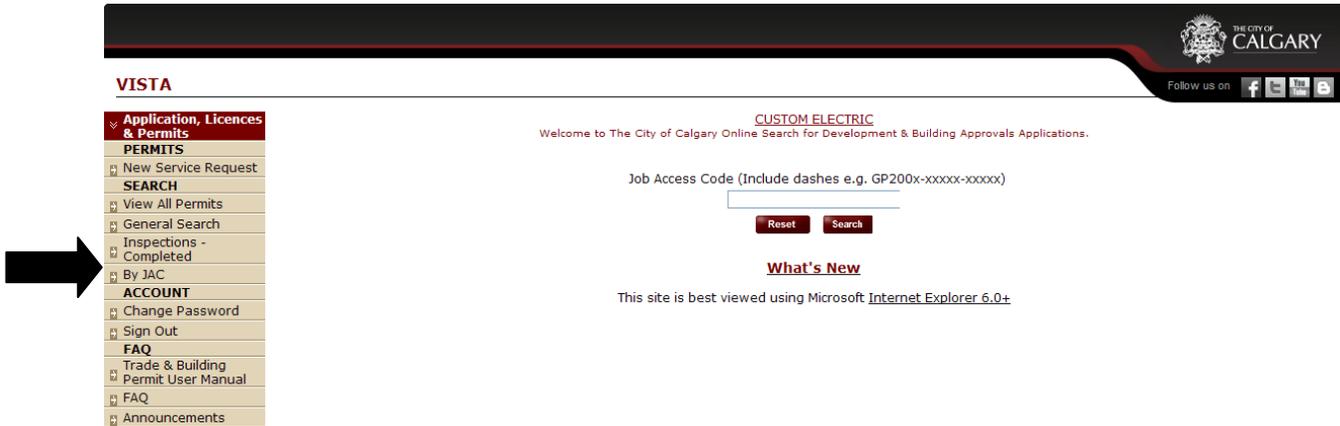
Detailed Search
Application Type: (All)
Application Status: (All)
Permit Applied From: mmm dd, yyyy To: mmm dd, yyyy
Address:
Community: (All)

What's New
This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

PERMITS

3. About the “By JAC” Search

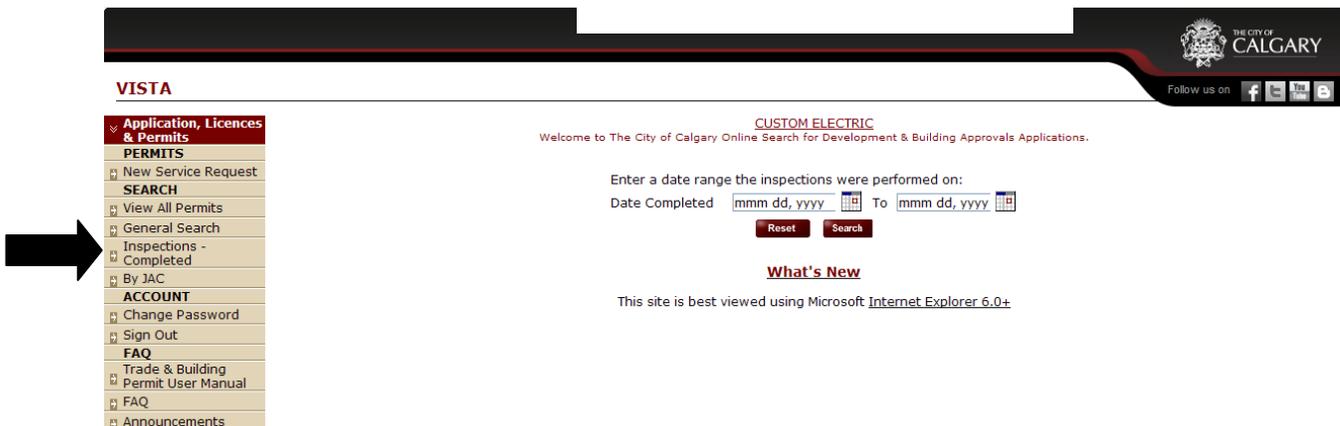
A JAC number search will search and view **Building Permits** that you have been listed as a trade contractor. The JAC number is recorded on report that is faxed/mailed to you titled “SCP Permits Created”



The screenshot shows the VISTA website interface. On the left, a navigation menu is visible with the following items: Application, Licences & Permits (expanded), PERMITS, New Service Request, SEARCH, View All Permits, General Search, Inspections - Completed, By JAC (highlighted with a black arrow), ACCOUNT, Change Password, Sign Out, FAQ, Trade & Building Permit User Manual, FAQ, and Announcements. The main content area displays the user 'CUSTOM ELECTRIC' and a search form for Job Access Code (JAC) with a 'Reset' and 'Search' button. Below the search form, there is a 'What's New' section and a note about the browser version.

5. About the “Inspections Completed”

This screen will allow you to search your completed inspections, outstanding deficiencies and permit details within a date range.



The screenshot shows the VISTA website interface. On the left, a navigation menu is visible with the following items: Application, Licences & Permits (expanded), PERMITS, New Service Request, SEARCH, View All Permits, General Search, Inspections - Completed (highlighted with a black arrow), By JAC, ACCOUNT, Change Password, Sign Out, FAQ, Trade & Building Permit User Manual, FAQ, and Announcements. The main content area displays the user 'CUSTOM ELECTRIC' and a search form for 'Inspections Completed' with a date range input field and 'Reset' and 'Search' buttons. Below the search form, there is a 'What's New' section and a note about the browser version.

PERMITS

The returned results will display the inspection Completed Date, Permit Number, Address Inspection type, Inspection Outcome and a Deficiencies check box that will be flagged if there are outstanding deficiencies. To view Inspection Results and Deficiencies, click on the Permit Number link.


Follow us on





VISTA

Application, Licences & Permits

PERMITS

- ▶ New Service Request
- SEARCH**
- ▶ View All Permits
- ▶ General Search
- ▶ Inspections - Completed
- ▶ By JAC
- ACCOUNT**
- ▶ Change Password
- ▶ Sign Out
- FAQ**
- ▶ Trade & Building Permit User Manual
- ▶ FAQ
- ▶ Announcements

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Completed Date	Permit Number	Address	Inspection Type	Inspection Outcome	Deficiencies
Jun 23, 2006	EP2006-02591	#600 4600 130 AV SE	Do Electrical Service Inspection	Not Acceptable	<input type="checkbox"/>
Jun 23, 2006	EP2006-02589	#300 4600 130 AV SE	Do Electrical Service Inspection	Not Acceptable	<input type="checkbox"/>
Jun 23, 2006	EP2006-02122	#500 4600 130 AV SE	Do Electrical Service Inspection	Not Acceptable	<input type="checkbox"/>
Jun 23, 2006	EP2006-00146	4954 RICHARD RD SW	Do Electrical Service Inspection	Acceptable	<input type="checkbox"/>
Jun 23, 2006	EP2006-06442	4954 RICHARD RD SW	Do Electrical Progress Inspection	Acceptable	<input type="checkbox"/>
Jun 23, 2006	EP2006-01900	#1502 600 PRINCETON WY SW	Do Electrical Progress Inspection	Acceptable with Conditions	<input type="checkbox"/>
Jun 23, 2006	EP2006-08054	128 12 AV SE	Do Electrical Progress Inspection	Acceptable	<input type="checkbox"/>

What's New

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Viewing Inspection Results and Outstanding Deficiencies

About the Returned Results Screen

The search results returned to you will be listed by **Application Number**(permit number), **Permit Type**, **address**, **permit status**. You can view any of the permits in closer detail by clicking on the underlined Application Number of the permit you would like to view:

VISTA

Application, Licences & Permits

PERMITS

NEW SERVICE REQUEST

SEARCH

View All Permits

General Search

Inspections - Completed

By JAC

ACCOUNT

Change Password

Sign Out

FAQ

Trade & Building Permit User Manual

FAQ

Announcements

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Appl./Permit No.	Type	Address	Status	Application Date
<u>EP2011-03518</u>	Electrical Permit	1998 194 AV SE	Issued Permit	Mar 23, 2011
<u>EP2011-03517</u>	Electrical Permit	1998 194 AV SE	Issued Permit	Mar 23, 2011

Search

What's New

This site is best viewed using Microsoft Internet Explorer 6.0+

You can sort by any list heading by clicking on the heading and reverse the order by holding down the CTRL key while clicking on the column heading.

About Permit Details and Inspection Results

You can view Permit Detail and Inspection results by using one of the four search options outlined on pages 12 - 15

This screen shows you the details on the permit you selected. You can view all the permit details, inspection details. To view outstanding deficiencies you will click on the [**View Outstanding Deficiencies**](#) link

Electrical Permit Application Information

Job Access Code:	EP2011-03518-30538
Status:	Issued Permit
Permit Type:	Contractor's Electrical Permit
Applicant:	CUSTOM ELECTRIC*
Permit Number:	EP2011-03518
Request Date:	mmm dd, yyyy
Job Address:	1998 194 AV SE
Category of Work:	Commercial
Type of Work:	New
Detailed Description of Work:	WIRE NEW FACILITY. COMPLETE WORK STARTED BY OTHERS IN BUILDING D.
Specific Location/ Additional Info:	(no information entered)
Total Job Cost:	\$30,000.00
Selected CQT Name:	Brian E Phelps
CQT Phone Number:	- -
CQT Email Address:	(No email address provided)
Job Name:	DEVITT & FORAND
Job Number:	C9047P
On-Site Contractor Contact	
Contact Name:	DAVID PITMAN
Contact Phone Number:	403-797-7625
Contact Email:	(same as CQT)
Homeowner Name:	(Homeowner's name not entered)
Homeowner Phone Number:	- -
Electrical Service:	Underground
Service Type:	Main
Phase:	3
Wire:	4
Volts:	120 / 208
Amps:	600
Relocatable Structure Number:	(No relocatable structure number provided)
Related Building Permit Number:	(No Building Permit Number provided)

ACCOUNT

To view outstanding deficiencies you will click on the [View Outstanding Deficiencies](#) link

Type	Created Date	Date Completed	Outcome
Record Electrical Application	Mar 23, 2011	Mar 24, 2011	Issued Permit
Type	Created Date	Date Completed	Outcome
Do Electrical Plans Examination	Mar 24, 2011	mmm dd, yyyy	(None)
Type	Created Date	Date Completed	Outcome
No Process Information Available.			

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
 Do Electrical Rough Inspection			(None)		(None)

[Book Different Type of Inspection](#)

Submit

About the Inspection Results

Inspection results and any pending inspections will be displayed by **Type, Created Date, Date completed and outcome**. The inspection results will be in descending order by inspection Date Completed.

Type	Created Date	Date Completed	Outcome
Record Electrical Application	Mar 23, 2011	Mar 24, 2011	Issued Permit
Type	Created Date	Date Completed	Outcome
Do Electrical Plans Examination	Mar 24, 2011	mmm dd, yyyy	(None)
Type	Created Date	Date Completed	Outcome
No Process Information Available.			

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
 Do Electrical Rough Inspection			(None)		(None)

[Book Different Type of Inspection](#)

Submit

About the Column Heading Definitions

Type:	Type of Inspection
Created Date:	The date type of Inspection was created (soon to be the date the Inspection type is scheduled to be inspected)
Date Completed:	The date the inspection was completed
Outcome:	The inspection results
Inspection Time	Either AM or PM will be indicated here

ACCOUNT

About the View Outstanding Deficiencies Link

When you click on the **View Outstanding Deficiencies** link, this will display in a .pdf format any outstanding deficiencies on a permit. This report can be printed by clicking on the Print icon.

The City of Calgary
DEVELOPMENT & BUILDING APPROVALS #8114

EP2004-07751 3005 OGDEN RD SE

Outstanding Deficiencies found during this and previous inspections

<u>Inspection</u>	<u>Inspection Date</u>	<u>Deficiencies</u>
Electrical Rough Inspection	Sep 07, 2004	Comments 1.Outside walls, main and second floor.o.k. to board. Main floor interior walls o.k. to board. 2.Electrician will notify second floor interior when ready.
Electrical Rough Inspection	Sep 14, 2004	Comments 1.Second floor interior walls, permission given to board.
Electrical Service Inspection	Oct 12, 2004	Comments underground was backfilled without inspection,elec on site says it is down to proper depth with sand.
Electrical Occupancy Inspection	Oct 28, 2004	Comments NOT CLOSE TO BEING READY FOR OCC.
Electrical Final Inspection	Dec 23, 2004	Other (1) Overcurrent device on 75 KVA transformer to be reduced or secondary protection provided for 120/240 volt 225 amp panel. (2) Disconnect required for all ceiling fans.
Electrical Final Inspection	Jun 21, 2005	Other Cliff ans service notified,he will not be back until June 23/05 and will renotify when complete
Electrical Final Inspection	Jul 12, 2005	Other Steve at 836 4870will check &do def(s) if required & advise.

Page 1 of 1 Report name: r_infract_vista_newdef
Print Date: Wednesday April 19, 2006 9:27 am Page 1 of 1



Use the Account functions to send feedback, update your password and sign out.

The Online Permit System is in its early stages of development. Continued improvements and new functions will be added based on feedback from the users of the system. The Account function of the system provides an area for contractors to send any feedback to The City of Calgary.

How to Send Feedback

Feedback to The City of Calgary about the Online Permits Application System is welcomed.

To send feedback, click on:

1. **Contact Us** link located at the bottom of all VISTA and eTrades windows. Click on the links provided.

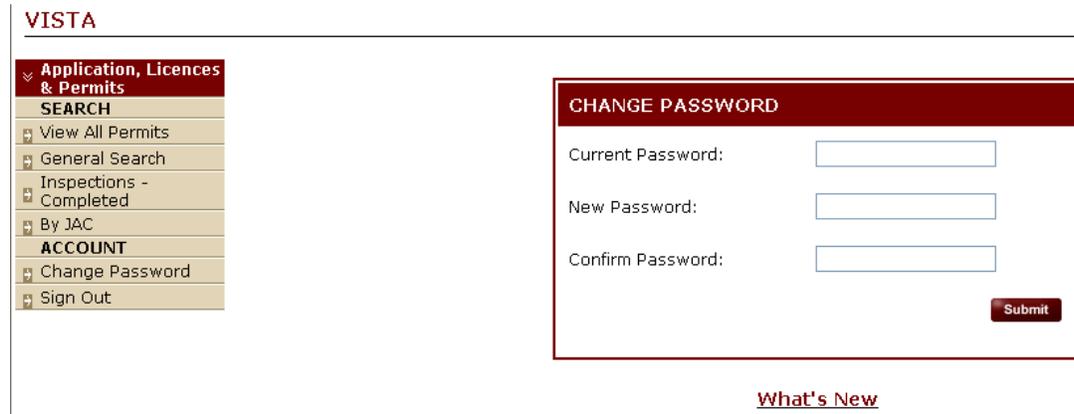
The screenshot shows the City of Calgary website's 'Contact Us' page. At the top, there is a search bar with the text 'What are you looking for?' and a search button. Below the search bar, there are social media links and a 'View popular search terms' link. The main content area features a 'Contact Us' heading and a 'PLEASE NOTE' section. Below this is a table titled 'The City of Calgary General Contact Information' with the following data:

General Telephone:	3-1-1 403-268-CITY (2489) if calling from outside Calgary
TTY Telephone:	403-268-4TTY (4889) (Deaf and hard of hearing only)
General Fax:	403-538-6111
General Mailing Address:	P.O. Box 2100, Stn. M Calgary, Alberta, Canada T2P 2M5 Mail Code #230
Street Address - Municipal Complex:	800 Macleod Trail SE
Office Hours of Operation:	(City Hall - Municipal Complex) Monday to Friday, 8:00 a.m. to 4:30 p.m.
Municipal Complex Public Access Hours:	Monday to Friday, 6:00 a.m. to 6:00 p.m.

At the bottom of the page, there is a navigation bar with links for Council, Calendar, Interactive map, eServices, Careers, Get involved, Site structure, and Help. On the right side, there are several promotional banners, including one for 'Newly constructed wetlands show innovative stormwater management and watershed protection' and another for 'We'd like your input about tree preservation in Calgary.'

How to Change Your Password

Log onto eTrades website <https://DBAServices.calgary.ca/vista> and then click on the **Manage Request** button. Click on **Change Password** in the Vista Menu. Your password prevents other people from viewing your work and contractor details. If you think the secrecy of your password has been compromised, change your password. Be sure to pick a password with a combination of letters and numbers that you will remember. It is recommended that you change your password on a regular basis.



How to Sign Out

Click on **Sign Out** on the Vista Permit Menu or if you are on the eTrades website, click on the **Logout** button. Your session is now over. To return to the system, you must logon again.



How to Book an Inspection

The Online Permit Application System makes it easy to request an inspection. You will be able to request an inspection as well as view previous inspection details on a specific job.

Book an Inspection

Log onto <https://DBAServices.calgary.ca/vista> and then click on the **Manage Request** button. You will access this function using any of the search functions under the **Search** heading. Use **View All Permits (pg 12)** to get a list of all your permits or use **General Search (pg 13)**.

Click on the permit number link located to the left of the permit number to select the permit for which you wish to request an inspection.

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Application No.	Type	Address	Status	Project No.
GP2007-00178	Gas Permit	55 APPLETREE CL SE	Issued Permit	
EP2008-10257	Electrical Permit	448 46 AV SW	New	
EP2008-10256	Electrical Permit	448 46 AV SW	New	
EP2008-10255	Electrical Permit	448 46 AV SW	New	
EP2008-08033	Electrical Permit	18 PRESTWICK ESTATE GA SE	Issued Permit	
EP2008-07569	Electrical Permit	119 DOUGLAS WOODS PT SE	Issued Permit	
EP2008-04908	Electrical Permit	5500 FALSBRIDGE DR NE	Issued Permit	
EP2008-03824	Electrical Permit	302 50 AV SE	Issued Permit	
EP2007-02932	Electrical Permit	83 WESTPOINT CO SW	Issued Permit	
PP2007-04581	Plumbing Permit	55 APPLETREE CL SE	Issued Permit	
BL78878	Business Licence		Renewal Invoiced	
FP2008-00533	Gas Fireplace Installers Permit	440 COACH LIGHT BA SW	Issued Permit	
FP2008-00510	Gas Fireplace Installers Permit	55 APPLETREE CL SE	Issued Permit	

What's New

A copy of permit details will be displayed

Note: To Book an Inspection the permit must be in an **“Issued Permit”** status. This information is located at the top of the page. If not in **“Issued Permit”** status, call 311.

REQUEST AN INSPECTION

VISTA

- Application, Licences & Permits
- PERMITS**
- New Service Request
- SEARCH**
- View All Permits
- General Search
- Inspections - Completed
- By JAC
- ACCOUNT**
- Change Password
- Sign Out
- FAQ**
- Trade & Building Permit User Manual
- FAQ
- Announcements

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Planning, Development and Assessment

Development and Building Approvals

Electrical Permit Application Information

Job Access Code:	EP2011-04496-41862
Status:	Issued Permit
Permit Type:	Contractor's Annual Electrical Permit
Applicant:	CUSTOM ELECTRIC*
Permit Number:	EP2011-04496
Request Date:	Nov 15, 2011
Job Address:	421 28 AV NE
Category of Work:	Residential
Type of Work:	Improvement
Detailed Description of Work:	ddgagag

Follow us on

When the permit is in the Issued Permit status then scroll down the page to:

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
Do Electrical Rough Inspection			(None)		(None)

[Book Different Type of Inspection](#)

Submit

Click on the icon. To book the inspection listed under “**Type**”. If you do not see the inspection you are looking for under “**Type**” – click on “**Book Different Type of Inspection**” – see **About Book a Different Type of Inspection** - instructions on pg 25

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
Do Electrical Rough Inspection			(None)		(None)

[Book Different Type of Inspection](#)

Submit

REQUEST AN INSPECTION

About the Booking Inspection Page

Select a “**Booking Date**” (must be selected so that inspection is booked for correct date), fill in “**contact information**” if needed, and any “**remarks**”.

Click the  button.

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Earliest Booking Date: Nov 17, 2011
(note: if you choose an earlier date it will book for the above date)
Application Number: EP2011-04496
Address: 421 28 AV NE
Inspection Type: Do Electrical Rough Inspection

Booking Date: 
(note: if you request a weekend or holiday, it will book for the next nearest workday)

Contact Name:

Contact Number: () -

Remarks:



What's New

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Note: Inspections requested for the next business day must be entered prior to 2:00 pm.

REQUEST AN INSPECTION

About Book Different Type of Inspection Page

To book a different type of Inspection, click on the [Book Different Type of Inspection](#) link.

Use the [drop down list](#) under **Inspection Type** to select the type of inspection you would like.

[CUSTOM ELECTRIC](#)
Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Application Number: EP2011-04496
Address: 421 28 AV NE
Inspection Type: (None) 
Booking Date: Nov 17, 2011 
(note: The Requested Date is defaulted to the earliest possible inspection date.
You can change it to a future date if you choose.
If you request a weekend or holiday, it will book for the next nearest workday.)

Contact Name:
Contact Number: (403) 888 - 8888
Remarks:

Service Support Hours: Operational support hours are 7:00 am to 5:00 pm every business day. Planned system outages occur at 11:00 pm nightly for 1/2 hour. Other planned system outages (monthly and quarterly) will be noted under "What's New". For after hours support, call 311 and your issue will be dealt with during operational hours.

[What's New](#)

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Select a “**Booking Date**” (must be selected so that inspection is booked for correct date), fill in “**Contact info**” if needed, and any “**Remarks**”.

Click the button.

Note: Inspections requested for the next business day must be entered prior to 2:00pm.

REQUEST AN INSPECTION

About the Booking Confirmation

The Booking Confirmation screen is a confirmation of your inspection booking. Use the web print function to print this confirmation for your records.

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Thank you for changing your Inspection booking through the web

Your inspection is scheduled for: Nov 17, 2011

Inspection Type: Do Electrical Rough Inspection

Application Number: [EP2011-04496](#)

(note: click the above Application Number link to return to the permit)

Address: 421 28 AV NE

Contact Name: Joe Bloe

Contact Number: (403) 555-6666

Remarks:

Requested By: CUSTOM ELECTRIC

Requested On: Nov 15, 2011 3:03 PM

What's New

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Return to the permit by clicking on the [Application Number link](#)

REQUEST AN INSPECTION

Making Changes to Booked Inspections

Use your Search functions (pg 12-15) to locate and access permit and inspection information.

Scroll down the page to:

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
 Do Electrical Rough Inspection	Nov 17, 2011		(None)	<input type="checkbox"/>	(None)

[Book Different Type of Inspection](#)

Submit

What's New

Click on  to open up the existing booked inspection.
You can make changes to the Booking Date, Contact information and Remarks

Click **Submit** to submit your changes

CUSTOM ELECTRIC

Welcome to The City of Calgary Online Search for Development & Building Approvals Applications.

Date of Inspection: Nov 17, 2011
Earliest Booking Date: Nov 17, 2011
(note: if you choose an earlier date it will book for the above date)
Application Number: EP2011-04486
Address: 620 7 AV SW
Inspection Type: Do Electrical Rough Inspection

Booking Date: 
(note: if you request a weekend or holiday, it will book for the next nearest workday)

Contact Name:

Contact Number: () -

Remarks:

Submit

What's New

This site is best viewed using Microsoft [Internet Explorer 6.0+](#)

Note: You can make changes to these inspection requests up to 8:00am the day of your inspection. To make any changes after 8:00 am, call 311.

REQUEST AN INSPECTION

How to Cancel an Inspection

You can cancel an inspection up to 8:00 am on the day of your inspection. To cancel an inspection after 8:00 am, call 311.

Use your Search Functions (pg 12-15) to locate and access your permit.

Scroll down the page the page to:

[View Outstanding Deficiencies](#)

Type	Date Scheduled	Date Completed	Outcome	Cancel	Inspection time
 Do Electrical Rough Inspection	Nov 17, 2011		(None)	<input checked="" type="checkbox"/>	(None)

[Book Different Type of Inspection](#)

Submit

What's New

Click on the check boxes located on the right hand side of the screen.

Click **Submit** to submit the Cancel request

Note: You can cancel your inspection requests up to 8:00 am the day of your inspection. To cancel after 8:00 am, call 311.

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