

Trade Permits--Transaction Details Online: FAQs

Background

Since November 2011, contractors have been able to request and pay for trade permits online. Contractors without VISTA accounts can still apply for and pay for their trade permits in person or by mail. Homeowners still need to go to City Hall to apply and pay for their trade permits.

Transaction Details Online is intended to decrease the number of phone calls to 403-268-5311 because customers will be able to see all their permit details online as of **September 19th, 2012** and can be only be accessed after a permit is applied and paid for.

Homeowners will receive a Job Access Code (JAC) number when they obtain their permits at City Hall. They can then go to calgary.ca/vista and log in using their JAC number to view detailed permit information.

Contractors will be able to access their permit information in two ways:

1. With a current VISTA account: log in with UserID, password and permit number/JAC number.
2. Without a current VISTA account: log in with JAC number received at City Hall.

Questions or inquiries?

All inquiries for Transaction Details Online should be directed to tradepermits@calgary.ca and calgary.ca/tradepermits for more information.

Q&A

1. What is new ?

As of September 19, 2012, contractors and homeowners will be able to view details of the trade permits they have applied and paid for online.

2. How does this affect me?

If you are a contractor wanting details about your trade permits, you can go to calgary.ca/vista, login, find your permit, and click through the tabs to see the information you need. If you are a contractor without a VISTA account or a homeowner, you can use the Job Access Code (JAC) number on your permit confirmation to login to VISTA to see the details for your permit.

3. What kind of information will contractors be able to see?

You will be see four different types of information: Permit Details, Contact Information, Inspections/Permit Activity, and Permit Fees. All this information is obtained from the permit request and will look like the images below.

4. What information will contractors be able to see?

When you click the title, the colour of the letters will change from blue on a grey background to white on a burgundy background. In the image below, the information shown is Permit Details.

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5. Why and how do contractors create an online account?

In order to apply and pay for permits online, a VISTA account is required. If contractors do not have a VISTA account, one can be requested at calgary.ca/vista and following the instructions.

6. Where can customers go or call for more information?

Customers can call 403-268-5311 or email tradepermits@calgary.ca for more information.

Permit details

VISTA

Application, Licences & Permits
PERMITS
New Service Request
SEARCH
View All Permits
General Search
Inspections - Completed
By JAC
Submit a Subdivision
Submit a Plan for Endorsement
Submit a Development Agreement
ACCOUNT
Change Password
Sign Out
FAQ
ePlans User Manual
Trade & Building Permit User Manual
FAQ
Contact Us
Announcements

[GENERIC ELECTRIC](#)
Welcome to The City of Calgary Online Search for Development & Contractor's Electrical Permit (EP2012)

Permit Details	Contact Information	Inspections / Permit Activity	Permit Fees
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Job Access Code:EP2012-01004-12238
Permit Number:EP2012-01004
Permit Status:Issued Permit
Permit Type:Contractor's Electrical Permit
Applicant:GENERIC ELECTRIC
Request Date:Sep 10, 2012
Job Address:#204 100 ANDERSON RD SE
Job Name:Louis Vitton
Job Number:
Detailed Description of Work:Wiring for new business
Specific Location / Additional Info:Suite 204
Category of Work:Commercial
Type of Work:New
Electrical Service:
Service Type:Main
Phase:3
Wire:4
Volts:347 / 600
Amps:200
Relocatable Structure Number:
Related Building Permit Number:
Total Job Cost:\$15,500.00

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Contact Information

VISTA

Application, Licences & Permits

PERMITS

- New Service Request

SEARCH

- View All Permits
- General Search
- Inspections - Completed
- By JAC
- Submit a Subdivision
- Submit a Plan for Endorsement
- Submit a Development Agreement

ACCOUNT

- Change Password
- Sign Out

FAQ

[GENERIC ELECTRIC](#)
Welcome to The City of Calgary Online Search for Development & Contractor's Electrical Permit (EP2012)

Permit DetailsContact InformationInspections / Permit ActivityPermit Fees

City Qualified Tradesman: Master Elec2
CQT Contact Number: 403-505-0505
CQT Email Address: etradestest.permits@calgary.ca

On-Site Contractor Contact
Contact Name: Same as CQT
Contact Phone Number: Same as CQT
Contact Email: Same as CQT
Homeowner Name: Not Provided
Homeowner Contact Number: Not Provided

[What's New](#)

This site is best viewed using Microsoft [Inter](#)

Inspections/Permit Activity

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[GENERIC ELECTRIC](#)
Welcome to The City of Calgary Online Search for Development & Building Approvals At Contractor's Electrical Permit (EP2012-01004)

Permit DetailsContact InformationInspections / Permit ActivityPermit Fees

Inspection Activities

[View Outstanding Deficiencies](#)

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

[Book Different Type of Inspection](#)

Permit Activities

Type	Created Date	Date Completed	Outcome
Record Electrical Application	Sep 11, 2012	Sep 11, 2012	Issued Permit

[What's New](#)

This site is best viewed using Microsoft [Internet Explorer 7+](#)

Please Note: The permit shown is for a Contractor with a VISTA account. Homeowners and contractors without a VISTA account will not see this option, but will see the inspection(s) related to the permit.

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Permit Fees

Note: The Permit Fees tab also has a printer friendly version as a PDF that itemizes the permits listed.



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Welcome to The City of Calgary Online Search for Development & Building Approvals Ap
Contractor's Electrical Permit (EP2012-01004)

[Permit Details](#)

[Contact Information](#)

[Inspections / Permit Activity](#)

Permit Fees

Date	Description	Amount	Tax Amount
2012-09-10	Electrical Base Fee	\$95.00	\$0.00
2012-09-10	Electrical Permit Fee	\$135.16	\$0.00
2012-09-10	Electrical SCC Surcharge	\$9.21	\$0.00
Subtotal		\$239.37	\$0.00
Grand Total		\$239.37	

 [Permit Fees Report \(Printer Friendly\)](#)

What's New

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