



**TECHNICAL  
SAFETY BC**

Safe technical systems. Everywhere.

# CONTRACTOR INFORMATION GUIDE

ELECTRICAL SAFETY PROGRAM  
OF BRITISH COLUMBIA



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## Safe technical systems. Everywhere.

Technical Safety BC is an independent, self-funded organization that oversees the safe installation and operation of technical systems and equipment. In addition to issuing permits, licences and certificates, we work with industry to reduce safety risks through assessment, education and outreach, enforcement, and research.

This guide provides a summary of Technical Safety BC’s Electrical Safety Program for general informational purposes only. This document does not replace, vary, add or delete the legal requirements in the Safety Standard Act and associated regulations, adopted codes and standards, and any other applicable legislation. Technical Safety BC does not warrant the quality, accuracy, or completeness of any information contained in this guide, which is provided “as is” without warranty or condition of any kind.







# Introduction

Technical Safety BC oversees the safe installation and operation of electrical systems and equipment in accordance with the Safety Standards Act. The Act includes regulations and codes which are legislated by the government of British Columbia and defines the terms and conditions under which electrical work can be performed in BC, by whom, and how it is documented and monitored.

Please see the Safety Standards General Regulation, Electrical Safety Regulation, BC Electrical Code (Canadian Electrical Code with BC Amendments) and BC Directives for further information. In the following municipalities, local governments are responsible for issuing permits, providing electrical inspection and enforcement services within their own jurisdictions:

- City of Vancouver
- City of Burnaby
- City of Surrey
- City of Victoria
- City of North Vancouver
- District of North Vancouver
- District of West Vancouver
- Corporation of the District of Maple Ridge

**NOTE:** The above municipal jurisdictions include any electrical work done on provincial, federal, or Aboriginal lands which fall within that municipality's boundaries. Permits for electrical work must be obtained from the authority having jurisdiction (AHJ).

Contractors doing work in any jurisdiction in British Columbia must be licensed by Technical Safety BC. Field Safety Representatives must be certified by Technical Safety BC.

This handbook provides guidance for electrical contractors and those who wish to become licensed electrical contractors.

\*References of BC Safety Authority heard within industry and seen within information bulletins and directives are interchangeable with Technical Safety BC. While BC Safety Authority is our legal name, Technical Safety BC has been the operating name since September 20, 2017.

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## BECOMING AN ELECTRICAL CONTRACTOR: OBTAINING A LICENCE

The Electrical Contractor Licence application form is available at <http://bit.ly/3rMqXhd>

1. The Electrical Contractor Licence application form is available at <http://bit.ly/3rMqXhd> or at local Technical Safety BC offices. This form is not available at Service BC (government agent) offices.
  2. Contact an insurance agency to obtain a surety bond in the amount listed on the contractor application. Once signed by the principal of the company, the original bond certificate must be submitted to Technical Safety BC with your completed application form. Originally signed electronic bonds are accepted with conditions. E-Bond is the quickest option (see <https://www.technicalsafetybc.ca/electrical-licences>). We will not accept an electronic bond without an assurance statement. We do not accept electronic bonds from insurance brokers\* or applicants, only insurance companies.
  3. Provide the name of the certified Field Safety Representative (FSR) who will be named on the licence. The certification class of the named FSR determines the scope of work that may be done by an electrical contractor. It is best to name the representative with the highest level of certification class as your primary FSR.
  4. Submit your application and bond by mail to our corporate office, or electronically with a copy of the application and the signed bond to [contact@technicalsafetybc.ca](mailto:contact@technicalsafetybc.ca)
- NOTE:** If you wish to conduct business in a name other than your personal name, it is recommended that you register your company name with BC Registrar of Companies (Corporate and Personal Property Registry). Contact your local Service BC (government agent) office for more details.

## RESPONSIBILITIES

Three of the key players in the electrical safety program are the electrical contractor, the FSR, and Technical Safety BC, represented by the safety officer. Each has a specific set of responsibilities, as described below.

### Electrical contractor's responsibilities

As an electrical contractor you must maintain current knowledge of:

- the *Safety Standards Act* (SSA);
- Safety Standards General Regulations (SSGRs);
- Electrical Safety Regulations (ESRs);
- relevant directives;
- relevant information bulletins; and
- relevant safety orders.

An electrical contractor should also maintain knowledge of requirements in other legislation, including but not limited to the supervision ratios under the Skilled Trades BC Act.

The most current versions of these materials are available at [www.technicalsafetybc.ca](http://www.technicalsafetybc.ca) (the Canadian Electrical Code is available at [www.csa.ca](http://www.csa.ca)).

In addition to understanding the documents listed above, electrical contractors must:

- ensure that individuals doing electrical work for them maintain their current knowledge of the Act, regulations, and related documents (SSA s.24 (3));
- maintain their licence by renewing it annually (SSA s.25);
- notify Technical Safety BC immediately if there is a change in the status of an FSR who is named on a licence (SSGR s.9);
- not engage in work outside the scope of an FSR named on a contractor licence (SSGR s.7);
- not permit regulated work to be undertaken by persons under the supervision of the licensed contractor if they are not authorized under the Act (SSGR s.7 (2));
- comply with any terms and conditions attached to the contractor's licence and/or permit (SSA s.24 (2));
- notify Technical Safety BC of any change to the status of the surety bond (SSGR s.10 (2));
- ensure that no electrical work is performed unless authorized under a valid permit (unless exempted under ESR, s. 18);
- ensure that inspections are requested by the FSR as required for each phase of work and at least once every 180 days (about six months) (ESR s.19 (2));
- ensure that the information on the permit is complete and accurate. This should be verified by the contractor before requesting a final inspection. Declared value of work on a permit is a part of your responsibility. We are aware that permit value may change from the start to the end of the job. Be sure to amend the permit fee before it is found to have been declared to be less than the true value (SSGR s.13 (a));
- correct any non-compliances identified on a certificate of inspection (SSGR s.20 (3));
- report any incidents involving electrical equipment or electrical work (see Information Bulletin IB-EL 2017-03 Incident Reporting Requirements with Respect to Electrical Technology); and
- comply with any reasonable request made by a safety officer (SSA s.18 (1)).





Installation of unapproved electrical equipment is contrary to the Electrical Safety Regulation, as well as to Rule 2-024 of the Canadian Electrical Code. Contractors must ensure that all equipment is approved before connecting it to a supply. If unapproved equipment is found to be connected or installed, the contractor may be held responsible depending on the circumstances of the case

### Field safety representative's responsibilities

An FSR, who is named on a licence represents the licensed contractor in all technical matters related to performance of electrical work, worker qualifications, and supervision requirements. The FSR is responsible for ensuring that all work, performed under permits on which the FSR is named, complies with the requirements under the Safety Standards Act and regulations. Therefore, the FSR must maintain current knowledge of all publications listed under the electrical contractor's responsibilities. This may require ongoing upgrade training when deemed necessary by the provincial safety manager.

In addition, an FSR must:

- Ensure that any permit assigned to the FSR is within the scope of their qualification and within the scope of the contractor licence (SSGR s.26).
- Ensure Supervision ratios for electrical work will now be regulated under the Skilled Trades BC.

- Ensure that equipment being connected, under the permit, is approved (ESR s.21).
- Ensure that electrical work performed under the permit meets all requirements of the Act and regulations (SSGR s.26 (1)).
- Submit requests for inspection, as required by the authority having jurisdiction (SSGR s.26 (1)(b)).
- Understand and comply with all terms and conditions of a permit (SSA s.27 (4)).
- Report any incidents involving electrical equipment or electrical work [see Directive D-E3 070115 1, Incident Reporting Requirements with Respect to Electrical Technology].
- Cooperate with any reasonable request made by a safety officer (SSA s.18 (1)).
- Cooperate with safety managers and safety officers in the performance of their duties, and provide to them any equipment or assistance that is reasonably necessary (SSA s.19(1))

Section 12 of the Electrical Safety Regulation (Supervision ratios under installation permits) is repealed.

That change means that section 12 is no longer in place and cannot be enforced by us or local governments administering the Electrical Safety Regulations. Supervision ratios, if any, for electrical work will now be regulated under the Skilled Trades BC Regulation under the [Skilled Trades BC Act](#).

It is strongly recommended that FSR's review their online portal account to see what permits they are named on, and to ensure that their regulatory responsibilities are being met.

### Safety officer's responsibilities

Safety officers monitor compliance with the electrical safety program. This includes performing inspections, investigations, audits and taking enforcement action. TSBC safety officers have the discretion to either accept a declaration made by an FSR or conduct an inspection to confirm a declaration made by an FSR.

### The duties of safety officers include:

- promote public safety awareness;
- conduct safety inspections, compliance monitoring audits, and risk assessments;
- educate industry and the public on safety codes and standards, and affects that changes in technology may have on safety;
- provide recommendations to the Provincial safety manager;
- monitor the performance of licensed contractors and individuals;
- investigate fires, accidents, and other incidents involving electrical equipment or work;
- identify unqualified persons performing electrical work; and
- identify unpermitted electrical work.





## TOOLS AND PROCEDURES

### Electrical installation permits

It is important that contractors understand their obligations regarding permit requirements. Permits must be obtained before any electrical work is started. The only exceptions to this are for emergency repairs or where the electrical work is exempted from permit requirements under Electrical Safety Regulation, s. 18. The key regulations related to permit requirements are:

- Safety Standards General Regulation, s. 12 (General requirement to obtain a permit before starting the work);
- Electrical Safety Regulation, s. 11 (Requirement to obtain permits for any work involving connection or reconnection by a utility, and allowance for emergency repairs); and
- Electrical Safety Regulation, s. 18 (Exemptions for work which does not require a permit).

If a safety officer identifies that electrical work has been done where there is no valid permit, the person(s) responsible for doing the electrical work may be subject to an enforcement response.

Emergency repairs may be performed before a permit is obtained, but the permit must be taken out within one (1) business day.

**NOTE:** Administrative fees may be applied to the investigations of un-permitted and un-licensed work to recover a portions of the cost incurred to conduct these investigations. Therefore, an administrative fee is normally assessed to recover the costs for these investigations. Is this true and accurate? Administrative fees may be applied by Compliance & Enforcement during investigations they conduct or by Safety Officers during inspections to recover cost related to the time spent to perform re-inspections.

The terms and conditions of a permit are stated on the back of the permit. These terms and conditions require that the FSR must physically examine the work and, when satisfied, that the work complies with requirements under the Act and regulations, make a declaration and request an inspection by completing the prescribed form. Safety officers may also set additional terms and conditions when the permit is issued. The contractor and FSR must comply with terms and conditions. SSA 27



### Requesting an Inspection

Inspection of an installation must be requested before the work can be concealed, prior to the connection of power to the electrical supply system, before working on the next phase of work, and upon completion of the electrical work. The work should not be concealed until the final declaration has passed.

Electrical Safety Regulation, s. 19 requires that the FSR must request an inspection at least once in every 180-day period. Therefore, the FSR is required to physically

examine the installation prior to submitting any declarations, including the 180-day safety check declaration SSGR 35.

In most cases, a notification will be sent to contractors prior to expiry of the permit. This notice will provide advance warning that the permit is about to expire. When contractors receive this notice, they should immediately instruct their FSR to examine the installation and submit the required inspection request. If the work is still in progress, a declaration should be submitted indicating that the work is in progress.



If an inspection is not requested within the 180-day period, the permit will expire and no further electrical work may be performed unless the permit is amended. Repeated or ongoing violation of this requirement may result in a compliance order, monetary penalties and/or sanctions against the contractor's licence.

### Safety Standards General Regulation, s. 20

It is a requirement that if non-compliances are identified, the contractor must ensure that the non-compliances are corrected within the specified time frame. Upon completion of the corrective work, the FSR must physically examine the work and an inspection request must be submitted, indicating that the non-compliances have been corrected. Safety officers may re-inspect the work, if they deem it necessary or if the required inspection request has not been received.

Technical Safety BC charges an hourly fee for re-inspections of non-compliant work.

A permit does not overturn the rights of contractors or owners to terminate or break a contract before completion of the job. However, if a job is terminated, the contractor must have the FSR submit a written request for inspection of the work which has been completed to date. This request must indicate clearly that the purpose of the inspection is to finalize the work under the contractor's permit. Code violations incurred before submitting the termination notice must be corrected, and the job must be left safe.

**NOTE:** Temporary Construction Operating Permits have a maximum life of 1 year and final inspection will not be accepted while the equipment is still energized. If the service is still energized, as the permit is about to expire and the service is still needed, final inspection will not be accepted until a new Temporary Construction Operating permit is in place.

### Inspections

Technical Safety BC electrical safety officers perform assessments. Physical assessments (inspections) are done based on a number of factors under the electrical safety program. Safety officers use their experience, knowledge and the Risk Assessment Program to prioritize their inspection workload and target the highest risks. This by no means suggests that if a safety officer performs a site inspection, you or your installation has been determined as being a high risk. There are many other factors including your experience which determines whether a physical assessment will be performed. For example, your site may be inspected simply because it is near other sites which are also being inspected. Safety officers may also perform randomly selected inspections as a means of verifying the accuracy of our Risk Assessment Program.

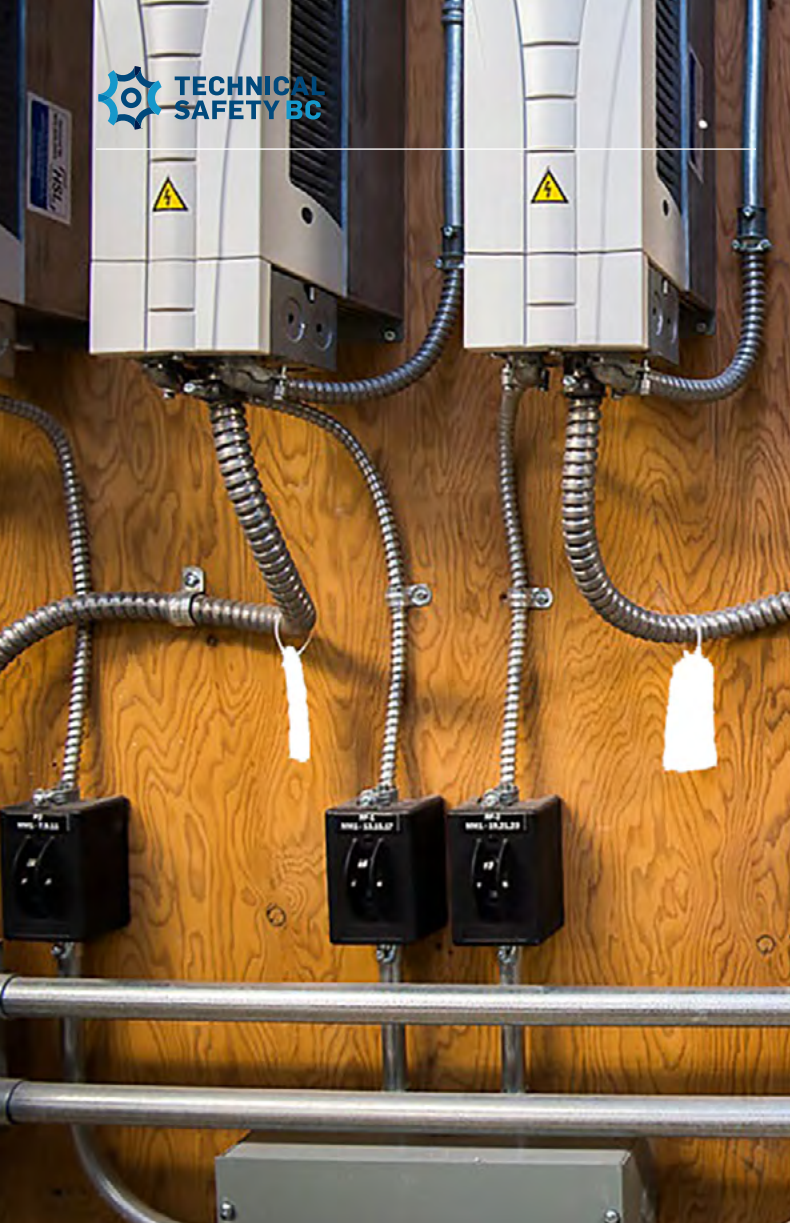
### Safety Officer Powers

Safety officers have the right to inspect any premises if there are reasonable grounds to do so. Most site inspections occur because an inspection has been requested under a permit. However, regardless of whether there is a permit or inspection request, safety officers may conduct inspections at any time and for many reasons. When safety officers perform an inspection, they may require the person who is responsible for the electrical equipment or work to demonstrate that the equipment is being installed or operated in compliance with the Act. If the person is unable to or refuses to demonstrate compliance, the safety officer may take enforcement action. If the safety officer finds that the electrical equipment or installation is unsafe, the equipment or installation may be ordered to be disconnected.

If an inspection is not requested within the 180-day period, the permit will expire and no further electrical work may be performed unless the permit is amended.







Certificate of Inspection

When a safety officer completes a site inspection (physical assessment), a Certificate of Inspection (C of I) will be sent to the contractor. The C of I is the main document used to record the safety officer’s observations during the inspection. Any non-compliances identified during the inspection will be listed on the C of I, along with a date by which the non-compliances must be corrected.

Safety Standards General Regulation, s. 20 requires that the permit holder must correct any non-compliances identified. After the non-compliances have been corrected, the FSR must physically examine the work for compliance and request an inspection by submitting an Electrical Contractor Authorization and Declaration of Compliance Electrical Inspection Request form stating that the deficiencies have been corrected.

Special permission

Special permission may only be applied to rules under the BC Electrical Code and where the rule specifically allows it by referencing Rule 2-030. A request for special permission must be made in writing before the work has been started. Technical Safety BC does not currently charge additional fees for special permission.

**NOTE:** In other circumstances, where Rule 2-030 is not mentioned, or the installer wishes to or needs to deviate from a regulation, the permit holder must apply for a variance.

Variance

A variance is issued for an individual circumstance on a single occasion by a safety officer or safety manager allowing:

- a deviation from the application of a regulation under the Act; or
- a use, other than the standard use, of a regulated product if the proposed use is not specifically prohibited under the Act.

Issuance of a variance has no precedential value.

Anybody may apply for a variance under an active permit. The accepted variance must be obtained prior to performing the work.

Technical Safety BC charges an hourly fee for the processing of most requests for variance. Request for variance forms are available on the Technical Safety BC website at <https://www.technicalsafetvbc.ca/find-a/form/1076>

You may also contact Technical Safety BC and request that an application form be sent to you by mail or email.

**NOTE:** Some electrical information bulletins may provide guidance on a possible variance process for its specific application.

Unless otherwise instructed in the information bulletin, when making a request for a variance, the applicant must:

- Provide complete and accurate information in all fields on the application form.
- Specify the regulation under which a variance is being requested.
- Specify the objectives of the regulation under which the variance is being requested.
- Specify the alternative means by which the applicant intends to meet the objectives of the regulation.
- Provide evidence which demonstrates that the objectives will be met.

[www.technicalsafetvbc.ca](https://www.technicalsafetvbc.ca)  
[contact@technicalsafetvbc.ca](mailto:contact@technicalsafetvbc.ca)  
Toll Free: 1-866-566-7233

Request for Variance

Payment Card Industry Data Security Standards prevent the use of credit card information sent through email or fax. A Client Service Representative will contact you within three business days to complete any payment process required.

**Note:** The information on this form is collected to administer the provisions of the Safety Standards Act and section 26 of the Freedom of Information and Protection of Privacy Act. If you have questions about the collection, use, or disclosure of this information, contact the Records, Information & Privacy Analyst at 1-866-566-7233.

**This request for variance must only be completed and signed by the person in charge (see Table of Valid Applicants) of the regulated work where the variance is being requested. It is an offence to knowingly provide false information on this document.**

If this Request for Variance is refused or if a variance is issued to you with terms and conditions that you do not agree with, you may request in writing, that this decision be reviewed by a Safety Manager in accordance with section 49 of the Safety Standards Act.

**Applicant:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Qualification and I.D. # (if applicable) (e.g., TQ/CQ/P, Eng./Asst./Other -- specify) \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address (if applicable) \_\_\_\_\_

**Employer Information:**

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address (if applicable) \_\_\_\_\_

**Location of Variance/Permit Information:**

This Request for Variance is being made for regulated work performed under the following permit (state type of permit, expiry date, permit #):

Complete address where the variance is requested to be in place (if requested for mobile/portable equipment, specify appropriate identification such as serial #, make, etc.):

**Variance Information:**

This request for variance is being made in relation to the following type of regulated product (choose one):

<input type="checkbox"/> Amusement Ride	<input type="checkbox"/> Passenger Ropeway	<input type="checkbox"/> Boiler	<input type="checkbox"/> Boiler System
<input type="checkbox"/> Passenger Conveyor	<input type="checkbox"/> Gas Equipment	<input type="checkbox"/> Gas System	<input type="checkbox"/> Electrical Equipment
<input type="checkbox"/> Pressure Vessel	<input type="checkbox"/> Pressure Piping	<input type="checkbox"/> Refrigeration System	<input type="checkbox"/> Refrigeration Equipment

Specific sub-type of the above:

Technical Safety BC is working towards going paperless! Participate by signing up for email correspondence.



In most cases, the application should be submitted to the safety officer who is responsible for the area where the work is being done. Applications should only be submitted to the safety manager if you have been directed to do so by Technical Safety BC. The request for a variance identified in the application, may be accepted, accepted with terms and conditions, or refused.

A person who holds a variance and complies with the terms and conditions of that variance is considered as complying with the regulation that has been varied.

It is important to note that if a variance was approved at one site, it does not mean that a contractor can simply perform the same work elsewhere due to a similar situation. The contractor will need to apply for a variance for that other permit and get the approval.

Directive

Sections 15 and 30 of the Act give the provincial safety manager authority to issue a directive. A directive provides information regarding the interpretation, application, or operation of the Act and the regulations for regulated work throughout the province. Contractors must maintain current knowledge of the information provided in the directives (see SSA, Sections 24 and 28). Directives are posted on the Technical Safety BC website and are available for download at no charge.

Information bulletin

Technical Safety BC issues information bulletins to provide additional information, clarification, or guidance for clients. These information bulletins provide installers or equipment owners with useful information and guidance to help ensure that electrical work and equipment is safe and acceptable.

Tracking performance

The Electrical Safety Program tracks individual and contractor performance. This includes recording information about activities related to electrical equipment and work by licensed electrical contractors, FSRs, and other persons. When a person is identified as being involved in doing electrical work or operating electrical equipment, their name is entered into Technical Safety BC database and relevant information regarding their activities is recorded. This information becomes part of that person's history and helps Technical Safety BC to identify trends and patterns of both serious or repetitive non-compliant work and behaviour and can also establish a history of compliant behavior.

Reporting incidents to Technical Safety BC

**NOTE:** For immediate emergency assistance, call 911. All duty holders are required to report all incidents to Technical Safety BC (see Information Bulletin: Incident and hazard reporting – electrical)

Call our 24/7 incident report line @ 1-866-566-7233 or submit to this form: <https://portal.technicalsafetybc.ca/report-incident/incident-reporting-form>

Incidents resulting in a moderate, major, or fatal injury must be reported **immediately**.

Incidents resulting in moderate, major, or severe property damage must be reported – **immediately**.

All other incidents **within 24 hours** (or as soon as practicable).

Duty holders required to report all incidents to Technical Safety BC includes:

- person in charge of a regulated product or regulated work;
- owner of the regulated product;
- permit holder;
- person authorized to perform or performing regulated work;
- person authorized to operate or operating a regulated product;
- an officer or employer of a utility; and
- owner of plant (as defined in the Regulations).

Only one incident report per incident is required.

Hazards must be **immediately** reported to Technical Safety BC when:

- the duty holder is correcting a hazard not yet reported to Technical Safety BC; or
- the same or similar hazards have been repeatedly observed and are associated with the same duty holder.
- a hazard is identified, and the duty holder refuses to have the licensed contractor or other qualified individual correct the hazard.

Enforcement

The design of our enforcement program is to promote compliance with the Act and provide a “level playing field” (equal conditions) for all contractors by reducing the competitive advantage of those operating outside the safety system. Enforcement actions may be undertaken when a person fails to comply with the Act or regulations. Enforcement actions include compliance orders, monetary penalties, and discipline orders.

Safety officers will normally attempt to resolve non-compliances through other means before taking an enforcement action. However, when serious, repeated or ongoing non-compliances are identified, the safety officer and safety manager may take further enforcement action.



### Compliance order

Under the Act, s. 38, a safety officer or a safety manager may issue a compliance order if:

- There is a risk to persons or property because of unsafe electrical work or the unsafe use of an electrical product.
- A person fails to comply with the requirement of a safety officer.
- A person obstructs, hinders, delays, or fails to cooperate with a safety officer or a safety manager.
- A person fails to comply with the Act and regulations.

### Monetary penalty

A safety manager may impose a monetary penalty under Section 40 of the Act. A monetary penalty may be imposed on a person who fails to comply with:

- A provision of this Act or a regulation, the contravention of which is stated in the regulations to make the person liable to a monetary penalty. These include violations of the following sections of the Act:  
section 63 (b) [general prohibitions – regulated work]  
section 63 (c) [general prohibitions – regulated product]  
section 68 [alteration of regulated products]  
section 69 (2) (a) [use or possession of a regulated product]  
section 70 (1) [disposal of regulated products – certification mark]  
section 70 (2) [disposal of regulated product – unsafe operation].
- A compliance order, a discipline order, a safety order.
- A term or condition of a licence, permit, certificate, equivalent standards agreement, or variance.
- Other circumstance as deemed appropriate by the Safety Manager

A notification will be sent to advise the non-compliant person that a monetary penalty recommendation has been made. Notice will also be served if a monetary penalty has been imposed.

### Discipline order

Under Sections 15 and 42 of the Act, the provincial safety manager may issue a discipline order to any person performing regulated work who:

- Is in breach of a condition of, or restriction on, any licence or permission, whether stated in the licence or permission or stated in the regulations.
- Practices in a discipline under this Act for which the contractor is not licensed, or undertakes regulated work that the individual or contractor is not qualified to undertake.
- Fails to comply with a compliance order.
- Fails to comply with a safety order.
- Fails to comply with the terms of an equivalent standards agreement.
- Is convicted of an offence under this Act.

A discipline order may be:

- an order suspending or revoking the licence of a licensed contractor or revoking any permission granted to any person;
- an order changing the terms or conditions of, or attaching additional terms or conditions to;
- the certificate of qualification of an individual or the licence of a licensed contractor; or
- an order requiring that any person performing regulated work act only under supervision or as directed in the order.

Enforcement actions may be undertaken when a person fails to comply with the Act or regulations.



### Safety order

Sections 15 and 31 of the Act give the provincial safety manager authority to issue safety orders. Safety orders are issued to prevent, avoid, or reduce the risk of personal injury or damage to property. A safety order may be issued regarding any electrical work or product and may be issued to manufacturers, owners of electrical equipment, and persons who are responsible for performing electrical work.

### Disconnection of power

Safety officers or the safety manager may issue an order to disconnect power when there is a serious and immediate risk to prevent, such as the risk of personal injury or damage to property resulting from unsafe electrical work or use of an electrical product.

### Request for review by the safety manager

Statutory decisions made by a safety officer may be subject to review by the safety manager. The safety manager may review the decisions of safety officers on their own initiative or if requested. If a person disagrees with the decision of a safety officer, they may submit a request for review by the safety manager within 30 days of the safety officer's decision. A review by the safety manager may result in the safety officer's decision being upheld, overturned, or varied. A request for review by the safety manager must be submitted using the review request form 1077. This form is available at <https://www.technicalsafetybc.ca/find-a-form/1077>

### Appeal to the Safety Standards Appeal Board

Most statutory decisions made by a safety manager may be appealed to the Safety Standards Appeal Board (SSAB). If a person disagrees with the decision of a safety manager, they may notify the SSAB within 30 days of the safety manager's decision. A review by the SSAB may result in the safety manager's decision being upheld, overturned, or varied. The Appeal Board may also dismiss the appeal.

This has already been mentioned in the previous section.





## FREQUENTLY ASKED QUESTIONS

### Where can I get more information?

For general inquiries about permits, inspections, exams, or to make a credit card payment contact Technical Safety BC at:

Toll free phone: 1-866-566-7233  
(8:00 am to 4:30 pm, Monday to Friday)

Online: <https://www.technicalsafetybc.ca/contact/contact-us>



Website:  
[www.technicalsafetybc.ca](http://www.technicalsafetybc.ca)

Email: [contact@technicalsafetybc.ca](mailto:contact@technicalsafetybc.ca)

Our Corporate head office's location is:  
**Technical Safety BC**  
Suite 600 – 2889 East 12th Avenue  
Vancouver, BC V5M 4T5

There are regional offices across BC.

### What is the BC Electrical Code?

Each new edition of the Canadian Electrical Code is reviewed and then adopted for use in BC. The Code may be amended in order to recognize requirements specific to BC. The BC Electrical Code is the complete package as adopted for use in BC, including the Errata to the Canadian Electrical Code (Published by Canadian Standards Association) and any BC Amendments.

### Must I maintain a subscription?

No. Most of the required documents are available free of charge at [www.technicalsafetybc.ca](http://www.technicalsafetybc.ca). Documents that are not available through the Technical Safety BC website can be obtained through Crown publications. It is the responsibility of the FSR and Contractor to stay current with any relevant publications.

The current Canadian Electrical Code and Errata must be purchased. Copies can be obtained from the Canadian Standards Association or authorized agencies.

### When do I need an electrical installation permit?

An electrical installation permit is required almost anytime regulated electrical work is being done. For information about exemptions to permit requirements, see the Electrical Safety Regulation, Section 18.

### How do I obtain an electrical installation permit?

You must first check to see which jurisdiction the permit would fall under. If it is Technical Safety BC, you can obtain a permit online through Technical Safety BC contractor portal account or by using the online form. If you use the online form, you will have to submit payment separately through mail, or by calling Technical Safety BC. It is important to accurately describe the scope of work you will be doing with that permit.

### How do I take out permits online?

Permits can be taken out by logging into your Technical Safety BC online services account, selecting the permit type, submitting your application, and making a payment. As a licensed contractor, you can create an online services account, also referred to as a portal account by visiting <https://portal.technicalsafetybc.ca/login> to set one up.

The contractor portal account has replaced the services which had once been offered through BC Online. The portal account also allows the contractor to take out permits, make declarations, request inspections, make payments, and monitor their permits.

### How are installation permit values and costs determined?

Permit fees are based on the total price paid by the contractor's client, excluding GST, for the project including all labour and materials, from any source but excluding utilization equipment such as fixtures, heaters, motors, furnaces, and heat pumps. Fees are per permit and based on an assessment of work at a site involving a single utility supply only. Some permit fees have set ranges and others are calculated manually based on a specific job, this is determined by work description. Additional fees and/or multiple permits are applicable if the work involves multiple sites, building units, phases of work, and/or multiple utility supplies.

**NOTE:** Permit fees include inspections as required. It is important to accurately describe the work being done to be familiar with the fee schedule located at <https://www.technicalsafetybc.ca/fees>

### I am the FSR named on the licence. Do I have to be named on all of the permits issued to this contractor, or can other FSR's be named on permits?

As the FSR named on the licence, you have the primary responsibility to ensure compliance of all work undertaken by the contractor. However, many contractors employ multiple FSR's. In most cases, these FSR's are employed as the job supervisors, and they are the ones who should be named on the permits. Contractors should ensure that the FSR who is responsible for the job is named on each permit.

Unless you are willing to take responsibility for the permits, you should not allow your name to be put on the permit.

### How long does a permit last?

You must submit a declaration updating the status of the installation at least every 180 days from the date of the last inspection. Your FSR must physically inspect the site to ensure that progress on the electrical work complies with the Act and regulations, and to determine the status of the electrical work.

Permit fees include all inspections except re-inspections of non-compliant installations, which will be billed on an hourly basis.

If 180 days (about six months) pass and a declaration has not been received by Technical Safety BC, the permit status will change to expired and an expiry amendment to the permit along with a fee will be required before you may perform any further electrical work. Electrical work may only be done if the permit is in active status.

Temporary construction service op permits are valid for 1 year in electrical.

### What do I do if I get a letter stating my permit is about to expire?

If you receive such a notification, your FSR must physically inspect the site and submit a declaration stating the status of the job.

This process was established to verify that an ongoing, incomplete installation is safe by requiring an FSR to attend the site to verify that it is compliant. You are responsible for ensuring that your FSR performs the inspections so that your permits do not expire. Allowing your permits to expire may cause delays or add costs to the job. A declaration on the permit that is not yet ready for final inspection may be submitted as "Work in Progress."

### I have paid for my bond but can not pull permits. Why?

Your contractor licence is suspended if your bond lapses. The original bond must be signed



by the principal of the company; it should have the insurance carrier's seal on it, and then be submitted to the Technical Safety BC. It is your responsibility as a contractor to ensure that you have coverage and that the original bond or e-bond is in the possession of Technical Safety BC. There may be other reasons why you are unable to obtain permits – contact Technical Safety BC to determine why you are unable to obtain permits.

### What is the difference between Technical Safety BC and Worksafe BC?

Technical Safety BC oversees the safety systems in the province across seven different technologies related to the installation and operation of technical electrical equipment. WorkSafeBC partners with workers and employees to create safe and healthy workplaces.

### Do I need to register with Worksafe BC?

This is regulated by WorkSafeBC. You are required to register for WorkSafeBC insurance coverage if you own a business that hires one or more employees on a full-time, part-time, casual, or contract basis. Visit <https://www.worksafebc.com/> for more information.

### I have a permit for a residential installation and the homeowner wants to help. Is this allowed?

Yes, the homeowner can help do the work, but you are responsible for ensuring that the work is inspected for compliance and for providing proper supervision of the work.

### A homeowner with an active homeowner permit has asked me to do the job. Can I work under their permit?

If you have been hired by the homeowner to do electrical work, you must obtain your own contractor installation permit for that

work. Homeowners are only permitted to do their own electrical work on their own homes. Homeowners are allowed to get help from others if they do not pay someone to help them do the electrical work.

### I was notified that my temporary construction service permit expired, but the job was completed months ago. Why?

While the construction service may be temporary (as the permit has only a one-year life), as with all permits, a declaration must be submitted that all work is complete (i.e., the temporary service is disconnected, and the installation is safe). Any temporary service still energized after the one-year period would require a new temporary operating permit prior to the final inspection request to close the current expired, or nearly expired temporary operating permit

**NOTE:** Requests for “final” inspection of a temporary construction service (temporary operating permit) will not be accepted while the equipment is connected to an electrical supply.

### I have a dispute with the customer. Can I just walk away from my permit and the job?

A permit does not impinge on a contractor's right to terminate or break a contract before completion.

If a job is terminated, however, you must submit a written request for inspection of the work which has been completed to date. Such a request must indicate clearly that the purpose of the inspection is to finalize the permit and that the work is not complete.

Any code violations incurred before submitting the termination notice must be corrected if possible, or be clearly stated in the declaration. Non-compliances must be

brought to the attention of the safety officer and the job must be left as safe as practicable. The owner of the installation is responsible for retaining a new contractor to obtain a new permit, inspect, and complete the work.

If the contractor is unable to leave the site in a safe condition, they must contact the safety officer immediately.

### What is a declaration?

A declaration is a term which is commonly used for the Electrical Contractor Authorization and Declaration of Compliance Electrical Inspection Request form. It is a legal document which an FSR is required to submit to notify Technical Safety BC that the work has been physically examined for compliance and is ready for inspection. The declaration must indicate the status of the electrical work and the type of inspection being requested. Additional notes may be added in order to provide clarity or specific instructions for the safety officer.

This document is to be signed off by an FSR after they have physically inspected the site.

If you submit a declaration electronically, please do not submit a paper copy to Technical Safety BC.

Regardless of how the declaration has been submitted, a copy must be posted on the jobsite.

### When do I have to call for inspections?

An inspection must be requested on completion of each phase of the electrical work, prior to concealing any electrical work or connecting to an electrical supply. See Electrical Safety Regulations section 19. You also need to make sure that an inspection is requested at least once in every 180-day period. You must make sure that the FSR has

physically examined the work for compliance with the Act and regulations before the inspection is requested. A copy of the declaration must be posted on the jobsite.

### How do I submit a declaration requesting an inspection?

Requests for all phases of work and six-month safety inspections may be made by phone.

You can also submit the declaration by email, or your online services portal account. You will need to make sure that arrangements have been made for the safety officer to access the electrical work being inspected. You must make sure that a copy of the declaration has been posted on the jobsite.

### When can I cover my rough wiring after I have called for inspection?

Requests for inspection are processed during regular office hours. You must allow for an additional full business day, after the request has been processed, before you may cover the work. Requests may be submitted by telephone, email, or through your contractor portal account. Requests that are submitted online after regular office hours will be processed the following business day. If the request is made by mail, the contractor must wait at least seven working days after mailing the request.

### What do I do when the installation is complete?

Upon completion of all electrical work under your permit, you should review the work and ensure that all the information provided for the permit is accurate. This includes ensuring that:

- the work is accurately described on the permit;
- all ratings for electrical equipment have been provided where required;



- all required plans and specifications have been submitted and are accurate; and
- the value of the electrical work is accurately reflected on the permit, as per Technical Safety BC Electrical Fee Schedule or requirement of the jurisdiction having authority.

When you are sure that the information on the permit is accurate, you must instruct your FSR to physically examine the completed electrical work for compliance and submit the declaration.

### What can I do if I disagree with a safety officer's decision?

You have the right to request a review by the safety manager. However, we recommend that you start by contacting the safety officer to discuss the decision. You have the right to request a review by the safety manager if the safety officer made a statutory decision. If, after discussing it with a Senior safety officer you still disagree, you may make a request to have the decision reviewed by the safety manager. The safety manager's decision may be appealed to the Safety Standards Appeal Board within 30 days of receipt of the safety manager's decision.

Requests for final inspection must be made either by emailing in the PDF form, submitting it through the contractor portal account, or by phone. Arrangements must be made for the safety officer to have access to the electrical work being inspected. A copy of the declaration must be posted on the job site.

Once the final inspection has passed, best practices suggest that the FSR notify the asset owner if an operating permit is required for the specific site location.

If a person disagrees with the decision of a safety officer, they may submit a request for review by the safety manager within 30 days (about 4 and a half weeks) of the safety officer's decision. A review by the safety manager may result in the safety officer's decision being upheld, overturned, or varied. A request for review by the safety manager must be submitted on safety manager review request form 1077. This form is available on the Technical Safety BC website or by contacting any Technical Safety BC office.

### I want to change the name on my contractor licence. How do I do this?

When making a change to your company name, you need to make sure that the name on your bond has also been changed. Contact your bond provider to get your company name amended. They will issue you a bond rider for the name change.

If the change is made during licence renewal, no fee is charged. Technical Safety BC charges a fee for changing the name on a contractor's licence outside of the time of renewal. Contractors are responsible for ensuring that Technical Safety BC has their current and up-to-date contact information.



### I want to change the FSR on my contractor's licence. How do I do this?

Unless your new FSR is taking responsibility for your active permits, you will need to ensure that your former FSR has submitted inspection requests and declarations showing the current status of the electrical work. When changing the FSR named on your licence, you will need to fill out and submit the Electrical Contractor Notice of Change of Field Safety Representative Form 1023. Unless the change is made during renewal of the licence, a fee will be charged. A new card will be issued to you when the paperwork has been processed.

### I have a contractor's licence and I want to cancel it. How do I do this?

Before your licence can be cancelled, you will need to make sure that all your permits are taken care of.

You will need to have your FSR submit inspection requests and declarations showing the current the status of the electrical work. Once Technical Safety BC has confirmed that all of your permits have been closed, you may have that licence closed. If it is your wish, you may now apply for your new licence.

### I am currently the FSR named on a contractor's licence but I don't want to be named on the licence anymore. How do I get my name removed from the licence?

If you wish to have your name removed from the licence, you must provide a written statement that you wish to be removed, stating the effective date. Before your name can be removed from the licence, you will need to inspect all the jobs where you are named on the permit and submit requests for inspection and declarations indicating the status of these installations.

Once Technical Safety BC has confirmed the status of the existing work, your name will be removed from the licence and all the permits issued to that contractor.

### Can an FSR work for more than one employer or contractor?

Yes, FSR's may work for multiple contractors. They may be named on permits and sign declarations under permits issued to those contractors. However, an FSR may only be named on one contractor's licence at a time, unless approved by Technical Safety BC.

If the holder of an operating permit hires an electrical contractor to be responsible for the permit, the contractor must provide the name of an FSR for it. In addition to the above, that FSR may be named on multiple operating permits for multiple operating permit holders.

An employee of a building owner with FSR status can be named on an operating permit held by the owner while also having their own contractor licence.

When the building owner specifies an employee as the FSR, that employee may be named on multiple operating permits for the same owner but may not represent more than one owner on operating permits.

### How many workers can I supervise on a particular job?

Section 12 (Supervision ratios under installation permits) is repealed. That change means that section 12 is no longer in place and cannot be enforced by us or local governments administering the Electrical



Safety Regulations. Supervision ratios, if any, for electrical work will now be regulated under the Skilled Trades BC Regulation under the [Skilled Trades BC Act](#)

For information regarding supervision ratios for electrical work will now be regulated under the Skilled Trades BC Regulations.

If you still have questions, please contact a Technical Safety BC Electrical safety officer.

### Who is responsible to ensure that materials and equipment are approved for use?

The contractor is responsible for ensuring that all electrical work is physically examined by the FSR. The FSR is responsible for ensuring that all electrical work and equipment complies with the requirements of the Act and regulations. All materials and equipment must bear an approval mark as per the Bulletin on “Approved Certification Marks for Electrical Products.” Ensure that all electrical equipment is approved before connecting the electrical equipment. The Bulletin lists acceptable markings and is available at [www.technicalsafetybc.ca](http://www.technicalsafetybc.ca)

**NOTE:** Changes to approval agencies may occur on occasion. For current information regarding agencies which are recognized by the Standards Council of Canada, please visit their website at [www.scc.ca](http://www.scc.ca)

### What is a silver label?

Technical Safety BC may examine field assembled equipment or used manufactured homes to verify that the electrical wiring is acceptable for electrical shock and fire hazards only. If the final assessment has passed, a safety officer will apply a silver label and the equipment can be connected to the electrical supply under an installation permit.

To obtain a silver label, the owner of the equipment must hire an electrical contractor.

The contractor must obtain a permit and specify that a silver label is required.

Before requesting that the label be applied, the contractor must instruct the FSR to physically examine the wiring to ensure that it is in compliance with the Act, regulations, and any applicable directives. Submit a completed used mobile home checklist inspection report form to the Safety Officer or have it entered into the permit attachments. Please make sure that the FSR makes a note on the inspection request form that a silver label is required. A final inspection is required to be performed by a safety officer. If the electrical wiring is accepted, the safety officer will apply the label which must remain on the structure.

### If Technical Safety BC only inspects some jobs, how do I know if my installation is compliant?

Under Technical Safety BC’s Electrical Safety Program, it is the FSR who is responsible for conducting a comprehensive examination of the electrical work and ensuring that the installation is compliant. Once the FSR is satisfied that the electrical work (or phase of electrical work) is compliant, the FSR submits a request for inspection and a declaration of compliance. Safety officers audit and monitor FSR performance by performing inspections of that work.

These inspections are not normally intended to be a comprehensive examination of the electrical installation. They are intended as an evaluation of the FSR’s performance. The information collected during an inspection is recorded and provided as feedback to the FSR and the electrical contractor, through a Certificate of Inspection. The information is also collected by Technical Safety BC, where it becomes part of the FSR’s performance history. Technical Safety BC uses this information to identify gaps and trends related to risk and determine how to prevent or reduce those risks.

### Why do only some jobs get inspected?

Assessments help us confirm that owners, contractors and duty holders are complying with the Safety Standards Act and associated regulations. As a risk-based regulator, we use a combination of advanced analytics and human decision-making to identify the greatest sources of potential harm to British Columbians. This enables us to target systems with the highest risk while optimizing efficiency and scale.

For example, in the electrical technology, every permit that we receive is first assessed by a predictive machine learning algorithm. This risk assessment is provided to our safety officers, who use their knowledge and expertise to determine whether further assessment, in-person or virtual, is required, meaning an inspection.

We use a combination of physical, in-person assessments (inspections) and remote assessments to support our mandate. Remote assessments are performed by safety officers and allow us to increase our reach and presence, especially in outlying parts of BC. When combined with physical, in-person assessments, remote assessments are useful in detecting areas of high hazards, while helping us improve client experience and reduce our environmental impact.

Risk-based oversight is used to efficiently find areas that may have a higher number of hazards or safety risks. The Structured Resource Allocation framework (SRA) is used to assess the potential hazard level of work and direct the assessment efforts of safety officers. Taking data from past assessments, adding real-time data, and applying the expertise of people and machine learning, the SRA model predicts where areas with higher safety risk may be located.

See <https://www.technicalsafetybc.ca/assessments/technologies/electrical> for more information on inspections and additional frequently asked questions.

If you have a question that isn’t answered here, we can be contacted at <https://www.technicalsafetybc.ca/contact-us/contact-form>. Within your email, please include a request for a senior electrical safety officer’s attention.



## GLOSSARY

### Certified

Individuals qualified to perform permitted work are certified by Technical Safety BC. Field Safety Representatives are certified by Technical Safety BC.

### Licensed

All contractors qualified to engage in permitted work are licensed by Technical Safety BC.

A trade certificate or certificate of qualification is not a licence.

### Qualified

A qualified person is one who has a proper industry qualification and is authorized to perform work based on that qualification, such as a trade qualification (TQ) from Industry Training Authority or its parallel provincial authority is a qualification. An electrician trade qualification is not a licence or a certification with Technical Safety BC but a qualification which allows the holder to perform regulated work under a permit.

Examples of trade qualifications include Security Systems Technician or Security Alarm TQ, Refrigeration TQ, Power Line Technician TQ, and Instrument Mechanic TQ.

### Low voltage

a) for ac circuits, any voltage exceeding 30 V ac but not exceeding 1000 V ac; or

b) for dc circuits, any voltage exceeding 42.4 V dc but not exceeding 1060 V dc.

### Duty holder

Essentially, this is anyone who has a duty under the Act & regulations. Primarily this includes, but is not limited to, a person or company responsible for compliance because they either own regulated products or perform regulated work covered under the Act & regulations.

### Owner

An owner is any person who owns a facility in which electrical equipment is operated or maintained and can refer to a lessee (as with an electrical operating permit).

### Assessment

Technical Safety BC conducts assessments remotely and in-person. In-person assessments are often referred to as physical assessments or physical inspections. FSR's are primarily responsible for performing inspections of the work completed under the contractor licence. An electrical safety officer's assessment will determine if a physical assessment/inspection will happen or passed remotely. Outcomes for assessments/inspection could be a pass, a conditional pass, or a fail. Specific terms and conditions apply to a conditional pass as well as to a failed assessment. Contractors and FSR's must follow the terms and conditions of the certificate of inspection. See <https://www.technicalsafetybc.ca/technologies/electrical/electrical-assessments>

## FORMS

The most current versions of all applicable forms are available on the Technical Safety BC website at [www.technicalsafetybc.ca](http://www.technicalsafetybc.ca)

### Applicable Forms Website Location

#### Electrical Contractor Licence Application

<https://www.technicalsafetybc.ca/find-a-form/1028>

#### Electrical Contractor Notice of Change of FSR

<https://www.technicalsafetybc.ca/find-a-form/1023>

#### Electrical Installation Permit

<https://www.technicalsafetybc.ca/find-a-form/406>

#### Electrical Installation Permit Amendment

<https://www.technicalsafetybc.ca/find-a-form/1423>

#### Electrical Decal Purchase

<https://www.technicalsafetybc.ca/find-a-form/1471>

#### Electrical Temporary Construction Operating Permit Contractor Form

<https://www.technicalsafetybc.ca/find-a-form/1424>

#### Electrical Contractor Authorization and Declaration of Compliance: Electrical Inspection Request

<https://www.technicalsafetybc.ca/find-a-form/206>

#### Electrical Operating Permit Application

<https://www.technicalsafetybc.ca/find-a-form/0410>

#### Operating Permit Holder Notice of Change of FSR Form 1014

<https://www.technicalsafetybc.ca/find-a-form/1014>

#### Skilled Trades BC Regulation

[Skilled Trades BC Act](#)

#### Used mobile home inspection report

<https://www.technicalsafetybc.ca/find-a-form/1143>



<b>Operating Permit Declaration of Status Change</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1539">https://www.technicalsafetybc.ca/find-a-form/1539</a>	<b>Electrical Contractor Notice of Change of FSR</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1023">https://www.technicalsafetybc.ca/find-a-form/1023</a>
<b>High Voltage Service Connection Inspection Worksheet</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1715">https://www.technicalsafetybc.ca/find-a-form/1715</a>	<b>Used Mobile Home Inspection Report</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1143">https://www.technicalsafetybc.ca/find-a-form/1143</a>
<b>Request for Variance</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1076">https://www.technicalsafetybc.ca/find-a-form/1076</a>	<b>Electrical Fee Schedule</b>  <a href="https://www.technicalsafetybc.ca/learn-about/technical-safety-bc/fee-schedules">https://www.technicalsafetybc.ca/learn-about/technical-safety-bc/fee-schedules</a>
<b>Safety Manager Review Request</b>  <a href="https://www.technicalsafetybc.ca/find-a-form/1077">https://www.technicalsafetybc.ca/find-a-form/1077</a>	

## GET TO KNOW US

At Technical Safety BC, we keep people safe. As the Province's delegated authority, we mandate the safe installation and use of technical equipment.

We are a not-for-profit that administers safety standards through education and issuing permits and licences. We also enforce compliance with standards to ensure consistency and fairness and conduct onsite inspections – particularly in high-risk situations. We continuously research trends to advance the standard of safe practices in our province.

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### Get the latest alerts and notifications

Get the latest safety regulatory news and updates for one or all technologies of your choice. Read about our latest stakeholder consultations, regulatory program updates, and technical safety news.  
<https://www.technicalsafetybc.ca/regulatory-resources/regulatory-notices>

### Visit our Learning

Technical Safety BC provides safety and technical training across the province. Our courses are designed and taught by industry leaders with the most up-to-date knowledge of regulatory codes, safety best practices, and potential hazards.  
<https://learning.technicalsafetybc.ca/#/public-dashboard>

