

Bulletin: Gas Permit Inspection Requirements

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This Bulletin is for informational purposes only with respect to regulated gas work in the City of Kelowna which falls within the City's jurisdiction and is not intended as guidance outside of the City's jurisdiction. For further information related to jurisdiction please see Bulletin #23-02 City of Kelowna Gas Installation Permit Jurisdiction.

Purpose

This following bulletin is intended to assist gas contractors in understanding Gas Safety Regulation (GSR) and City of Kelowna Gas Bylaw responsibilities with respect to requesting inspections and submitting notifications of completion (NOC). Gas contractors and Installers of regulated gas equipment or systems are required to be aware of these responsibilities.

Important Information

Gas Safety Regulation

Installation permit is also authorization

Section 26 (1) *Unless otherwise provided in the installation permit, if the holder of an installation permit complies with section 34, an installation permit issued for regulated work in respect of a gas system is sufficient authorization for the use of the gas system.*

Duty to inform the regulatory authority of completion of work for inspection

Section 34 (1) *On completion of each phase of the gas system authorized by a permit, the holder of the permit, the gas fitter or the field safety representative that represents the holder of the permit must immediately inform the regulatory authority that the regulated work has been performed in accordance with the Act and request an inspection.*

(2) *On final completion of the regulated work authorized by a permit, the holder of the permit must immediately complete a notification of completion, installation or alteration form and mail or deliver the completed form to the appropriate regulatory authority.*

Gas Fitter's Tag to be affixed upon completion of work

Section 56 *When a gas system installation has been completed, a gas fitter must affix a tag, bearing the gas fitter's name, certificate of qualification number, type of appliance and date of affixation.*

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Requirements

Requesting Inspections

Gas contractors are reminded that they are solely responsible for submitting the required inspection requests* and the Notice of Completion (NOC). This ensures the gas system or equipment is authorized for use in accordance with Gas Safety Regulation (GSR).

** Note: these responsibilities cannot be transferred to homeowners or other individuals who do not represent the gas contractor or holder of the permit directly.*

Terms and Conditions

Section 18 of the *Safety Standards Act* provides safety officers, in the course of performing their duties, the powers to include specific terms and conditions. In addition to the terms and conditions provided when gas permits are issued, the following terms and conditions are added where non compliances have been documented.

1. Where a certificate of inspection or email notification identifies non-compliance(s) with respect to regulated work or regulated product, the permit holder must correct all non-compliances and notify the City of Kelowna that corrections have been completed by requesting a re-inspection.
2. Where no correction date is provided on the certificate of inspection or notification email for the correction of the non-compliance the maximum time to make corrections is 10 business days from the date of the inspection. Where a time extension is required to correct the non-compliances, gas contractors must formally request an extension from the specific gas safety officer.
3. Failure to notify the City of Kelowna when work is completed, or to correct documented non-compliances, may result in additional terms and conditions placed on current or future permits; the City of Kelowna may also place limitations on the number of open permits issued to a given contractor at any one time.

Re-Inspection Fees:

As per City of Kelowna Gas Bylaw: where, due to non-compliance with the provision of the B-149 Gas Code, unsatisfactory workmanship or work not ready when inspection called for, or more than two inspections are necessary, then each inspection after the second inspection, a fee of \$150.00 will be charged.

Where re-inspection fees have been applied, these fees must be paid prior to the next scheduled inspection taking place.