

PERMITTING AND INSPECTION OF ELECTRICALLY CONNECTED SIGNS

This bulletin clarifies the requirements of Sign By-law, Sign Fee By-law and Electrical By-law with respect to permitting and inspection of electrical work related to the interconnection of electrical components of a field assembled sign, and the power supply connection to any permanently connected sign.

Section 16.14 of the Sign By-law contains electrical requirements for signs with electrical components. Schedule 1 of the Sign Fee By-law mandates a permit application fee for each sign requiring an electrical connection. Therefore, the installation of electrical equipment associated with interconnection of electrical components of a sign when such sign is assembled in the field must comply with the foregoing.

During the permit application process of a sign permit, if the sign contractor identified in the application is qualified to do this field installation of the sign electrical components (i.e. the sign contractor possesses the valid electrical certificate of qualification [C of Q] issued by the Technical Safety BC - TSBC), then the additional electrical work fee as set out in section 1.1 of Schedule 1 of the Sign Fee By-law is charged to the applicant. If however, the sign contractor identified in the application is not qualified to do this electrical work, then a separate electrical contractor must be named on the sign permit application for such work, permit application fee for this electrical work is set out in accordance with section 1.1 of Schedule 1 of the Sign Fee By-law. Refer to the attachment "B" and Table of this bulletin for more details.

Upon completion of the field assembly and prior to a request for an electrical inspection, the sign contractor or the electrical contractor responsible for interconnection of all electrical components of a field assembled sign must make arrangements for approval of the complete sign field assembly.

A separate electrical permit must be obtained for the permanent power supply connection to the sign. This permit may be issued to an electrical contractor. The permit fee for electrical connection is based on applicable provisions of the Electrical By-Law.

Notes:

- (1) A letter of commitment to make the complete sign assembly "approved" must be submitted with a sign permit application (see attachment "A" and Table).
- (2) Evidence of this field approval must be displayed on the sign in conformance with Section 16.14 of the Sign By-law and in accordance with Rules 2-024 and 2-100 of the CSA C22.1 Canadian Electrical Code Part I (CEC).
- (3) The permanent power supply connection to the sign must be terminated at the sign disconnecting means by an approved electrical contractor. Installation of the sign disconnecting means for each sign and outline lighting system installation must comply with the requirements of CEC Rule 34-100.
- (4) Where it is impracticable to provide the disconnecting means integral with the sign or outline lighting, the sign disconnecting means must be capable of being locked in the open position, labelled in a conspicuous, legible and permanent manner identifying it as the sign disconnecting means, and must be accessible to the qualified personnel responsible for sign maintenance.
- (5) **Warning:** A sign installation shall not be energized until the sign or outline lighting and a power supply connection to the sign or outline lighting are inspected and accepted by an electrical inspector.

The accompanying Table illustrates the sign permit submission requirements with respect to the installation and interconnection of electrical components of the field assembled sign. This Table is primarily for staff use. Also refer to the Attachments “A” and “B”.

Sign Permit Submission Requirements			
When the contractor identified in the application is a sign contractor who is qualified to do electrical work (see Table notes)	A Letter of Commitment - Attachment “A” is required to be submitted with the sign permit application	The electrical work fee as set out in the Sign Fee By-law is charged to the applicant	
When the contractor identified in the application is a sign contractor who is not qualified to do electrical work	A Letter of Commitment - Attachment “A” is required to be submitted with the sign permit application	The electrical work fee as set out in the Sign Fee By-law is charged to the applicant	Applicant to identify a sign contractor who is qualified to do electrical work, or an electrical contractor (see notes)
A separate electrical permit must be obtained by an electrical contractor where the permanent power supply connection to the sign is required to be installed.			

Table notes:

1. Electrical contractor – a sign contractor or an electrical contractor means a contractor who holds a City business licence as a trade contractor authorized to carry out electrical work, and a licence (issued by TSBC) as a licensed contractor in respect of electrical equipment under the Safety Standards Act.
2. According to the information obtained from the TSBC, as per the Electrical Safety Regulation, an individual who holds a valid C of Q restricted class IS (Grandfathered - Sign and Light Fixture Installer) as a field safety representative (FSR), may make declarations only with respect to the scope of work restricted to the electrical installation, alteration, repair or maintenance of lighting fixtures, illuminating signs and awnings. A restricted class IS FSR C of Q is still valid if held but new certificates are no longer available from TSBC.
3. Electrical contractor’s licence is restricted to the scope of FSR’s qualifications; a licensed contractor must not do regulated work beyond the qualifications of the contractor’s FSR named on the licence. For the limit on scope of regulated work under a permit, the permit holder must not perform regulated work beyond the qualifications of the permit holder’s FSR named on the permit. An application for the installation permit must contain the FSR’s name, class and number of C of Q. FSR certificate allows the holder, as an individual to make declarations for regulated work on behalf of the licensed contractor’s business.
4. Sign Permit Fee for Electrical Work - fee includes one electrical field inspection.

(Original signed by)

(Original signed by)

 P. Ryan, M.Sc., P.Eng.
 Chief Building Official
 Director, Building Code and Policy

 W. White
 Deputy City Electrician
 Manager, Trades Inspection

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Attachment A

Letter of Commitment

To make the complete sign assembly (electrically interconnected in the field) "approved"
in accordance with the Canadian Electrical Code Part I

Notes:

1. This letter must be submitted with a sign permit application by each electrical contractor involved in installation and interconnection of electrical components of the field assembled sign.
2. Approval of the sign assembly may be accomplished by certification of the assembly to the CSA safety standard C22.2 No 207 or by a field evaluation (Special Inspection) to the available field evaluation/SI program. "Approved" assembly must bear a certification monogram or SI Label.

City Electrician
453 W. 12th Avenue
Vancouver, BC
V5Y 1V4

Date: _____
(YY MM DD)

Dear Sir:

RE: Address of installation: _____
Sign Permit/Electrical Permit #: _____
(To be completed by a sign permit officer)

The undersigned hereby gives assurance that upon completion of the installation and interconnection of electrical components of the field assembled sign as described in Bulletin 2005-006-EL/AD:

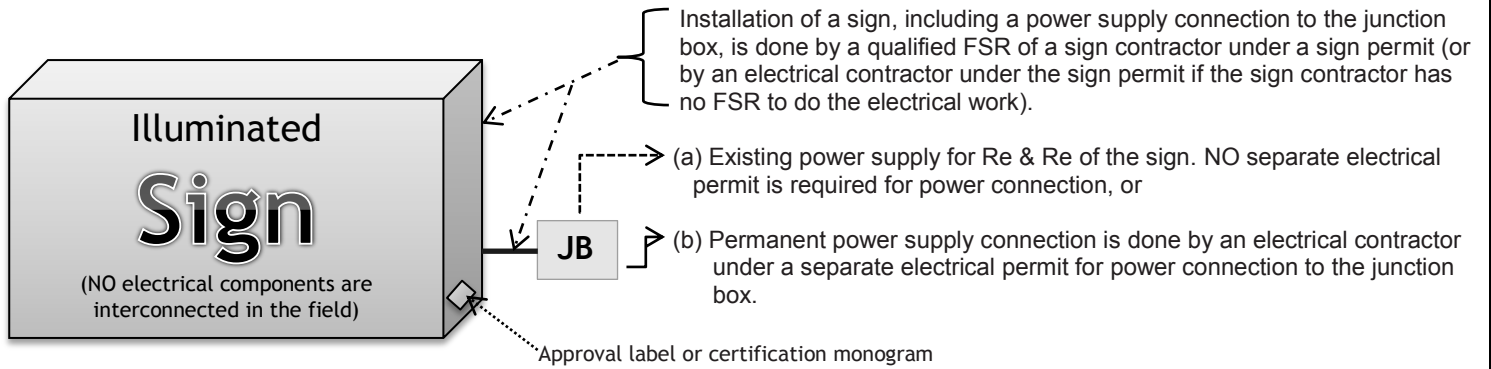
- a) the entire electrically connected sign assembly will be made "approved" in accordance with the CE Code, Part I by means of certification or field inspection, and
- b) a certification monogram or SI Label will be affixed to the assembly prior to a connection of the sign to the power supply.

FSR#:
FSR Name: _____
Address: _____
Telephone: _____
Email: _____
Fax: _____
Company: _____

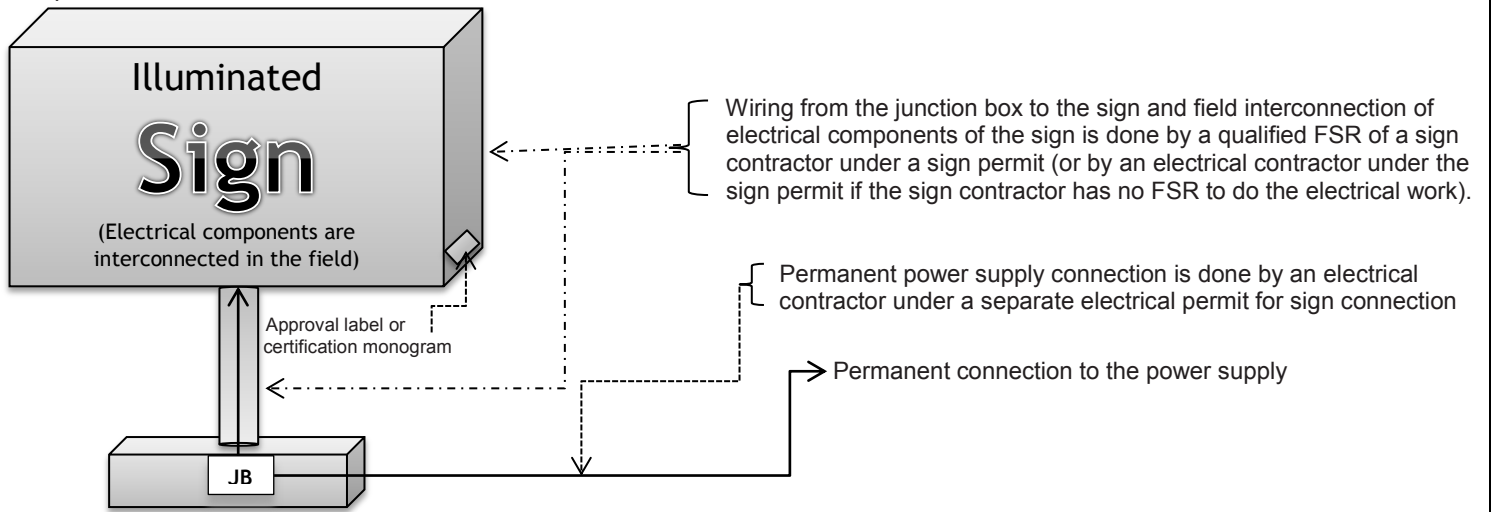
Signature

Attachment "B" to Bulletin 2005-006-EL/AD
(Examples of an "approved" sign and permit requirements)

Example 1: STAND-ALONE (factory manufactured) FACIA SIGN



Example 2: FIELD ASSEMBLED FREE STANDING ILLUMINATED SIGN



Example 3: FIELD ASSEMBLED & INTERCONNECTED SIGNAGE/OUTLINE LIGHTING

Electrical components are interconnected in the field

