

Electrical Advisory

Information for Electrical Contractors

RE: Revised Electrical Permit Application

Dear Electrical Contractor,

This advisory is to inform you of important updates to the City of St. John's Electrical Permit Application process. These changes are being implemented to address frequent errors and omissions that have resulted in delays and rework.

Key Updates and requirements of the Electrical Permit Application are:

- All relevant types of work must be clearly identified. For instance, if a project involves new construction or renovation and includes components such as a mini split system and an EV charger, each must be specified. Additionally, separate electrical permit applications are required for work associated with different occupancies or individual building applications.
- If the electrical work is associated with a building application, the building application number must be included. This can be obtained from the property owner or building contractor.
- If your company operates under a trade name different from the name on your contractor license, please ensure this is clearly indicated.
- You must include your City of St. John's issued Contractor License number on the application.
- The total cost of electrical work, including labor and materials, must be provided. For commercial projects valued at \$2000.00 or more, or upon request, supporting documentation of cost must be submitted.
- A detailed description of the electrical work is required. This description will appear on the electrical certificate. A new permit may be necessary for any additional work not originally listed.

- For partial renovations, large facilities, or street-based work without a civic address, a clear project location description must be provided.
- Property owner information must be completed for all applications and must match that listed on the City of St. John's Assessment Roll. The owner or company director listed in CADO must sign the application to consent to release of the permit.

Starting November 15, 2025, only the revised electrical permit application will be accepted. Previous versions will no longer be valid. The updated application is available online at:

[Electrical Permits and Inspections - City of St Johns](#)

Please review the revised application carefully. Incomplete or inaccurate submissions will require full resubmission and may result in processing delays.

If you have any questions or require assistance, feel free to contact the permit counter directly at 709-576-8565 or permits@stjohns.ca.

Yours Truly,



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