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## Creating a MyCity Account

To apply for permits online using eApply, you will first need to register a MyCity account with the City of St. Albert.

You can do this by navigating to <https://my.stalbert.ca/>

Click Continue to be directed to the log in page

City of St. Albert **MyCity**

### St. Albert MyCity

**Online Self-Service Portal**

The City of St. Albert's MyCity system allows residents and local businesses to register for and manage the services they receive from the municipality. Presently available services include:

- Business licence registration, renewals, records and billing
- Dog licence registration, renewals, records and billing
- Utility service records, water usage and billing
- View assessment and taxation records
- Homeowner Permits

Some MyCity functions may be limited in older versions of Internet Explorer. For the best experience, we recommend using the latest versions of Chrome, Firefox or Microsoft Edge.

[Continue →](#)

Register for a new account by clicking Register for MyCity

### Login to MyCity

Email Address

Password

Login

**Forgot your password?**

[Request a password reset](#)

**Don't have a profile?**

[Register for MyCity](#)

## Registering a MyCity Profile

Fill in all mandatory fields marked with \* and click Continue

### MyCity Registration

Completing the following form will create a profile for you with St. Albert's MyCity system. Please note that you will require the **access code(s)** from your City bill(s) to connect that/those account(s) to the profile you're creating here following registration. We recommend adding **noreply@stalbert.ca** to your safe senders list to ensure you receive important service-related emails.

#### Applicant Information

**First Name \***

**Last Name \***

**Email Address \***

**Phone \***

**Mobile**

#### Address Information

**Unit**  **House \***

**Street \***

**City \***

**Country \***

**Postal/Zip Code \***

#### Password Information

Passwords must be a minimum of 8 characters in length.

**Password \***

**Confirm Password \***

**Security Question \***

**Security Answer \***

Continue →

The following screen will display:

## Profile Activation

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### Verify Your Email Address

Please enter the verification code we sent to **test@test.com** to activate your MyCity profile.

**Enter the verification code:**

[Continue →](#)

An email will be sent to the account used to register for the MyCity profile.

**IMPORTANT: to complete registration, please click the link contained in this email and enter the verification code.**

**City of St Albert**

**MyCity Activation Action Required**

Hello test test,

Thank you for creating a [MyCity](#) profile for [test@test.com](mailto:test@test.com). Please [follow this activation link](#) to complete your registration, and enter the following six-digit code -- **817938** -- when prompted.

...

If you did not register for a MyCity profile or have received this message in error, please disregard this email.

Thank you,  
City of St Albert

[Email Reference #547005](#)

NOTICE - This communication is intended only for the addressee and may contain information that is confidential, protected or legally privileged. If you are not the addressee, any use, distribution, or copying of this communication or the information contained in it is strictly prohibited. If you have received this communication in error, please notify the sender immediately by telephone and then destroy or delete this communication, or return it by mail as the sender requests.

## Profile Activation

### Verify Your Email Address

Please enter the verification code we sent to: **test@test.com** to activate your MyCity profile.

### Congratulations! Your profile has been activated.

Your login ID is **test@test.com**

Besides utility e-billing, MyCity offers the following:

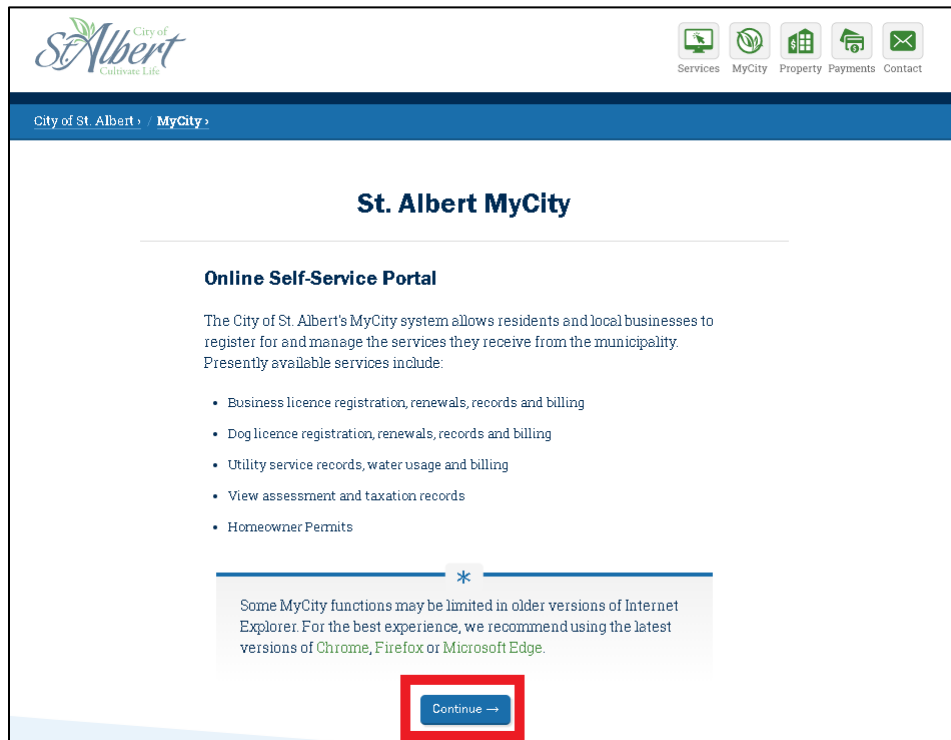
- Renew and pay your business licence online. View current and previous renewal invoices and past transactions. Sign up for e-billing.
- Renew and pay your dog licence online. View account details, balances and transactions. Sign up for e-billing.
- View your assessment and taxation records online. See account details, balances, transactions and the history of your levies and assessment.

[Return to Login](#)

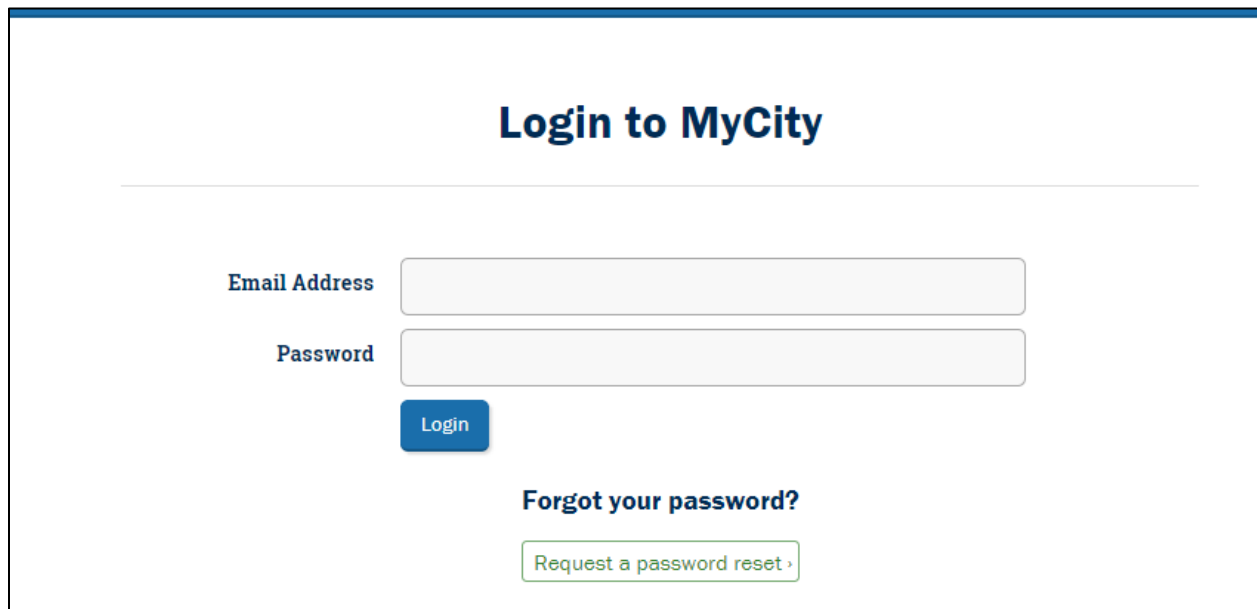
If you do not receive an activation email, please check your spam folder. If you still did not receive it, contact the City of St. Albert at 780-459-1500 for assistance.

# Homeowner Permit Application

To apply for a HomeOwner permit Log into your MyCity account by visiting:  
<https://my.stalbert.ca/>



The screenshot shows the St. Albert MyCity homepage. At the top left is the City of St. Albert logo. To the right are navigation icons for Services, MyCity, Property, Payments, and Contact. Below the navigation is a blue header bar with the text "City of St. Albert > MyCity >". The main content area is titled "St. Albert MyCity" and features an "Online Self-Service Portal" section. This section includes a paragraph explaining the MyCity system and a list of services: Business licence registration, Dog licence registration, Utility service records, View assessment and taxation records, and Homeowner Permits. A note below the list states that some functions may be limited in older versions of Internet Explorer and recommends using Chrome, Firefox, or Microsoft Edge. A "Continue →" button is highlighted with a red box.



The screenshot shows the MyCity login page. The title is "Login to MyCity". Below the title are two input fields: "Email Address" and "Password". A blue "Login" button is positioned below the password field. At the bottom, there is a link for "Forgot your password?" with a sub-link "Request a password reset >".

Once you have logged into MyCity click the button Add Homeowner Permit:

**ADD OR MANAGE SERVICES**

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[+ Connect or Edit Accounts](#)

[+ Add Homeowner Permits](#)

[+ Out of Town Businesses](#)

[+ Add or Manage Dogs](#)

[+ In-Town Businesses](#)

You will be taken to this page:

## Homeowner Permits

Welcome to **eApply**, the online permit application system for the City of St. Albert. Once a permit application has successfully completed, a permit number will be issued and additional details can be viewed in your MyCity account.

Download the [guide](#) to step you through the application process.

### Plumbing Permit

Homeowners can only obtain plumbing permits for renovations or additions to the existing system.

### HVAC Permit

Homeowners can only obtain HVAC permits for renovations or additions to the existing system.

### Gas Permits

Homeowners can only obtain gas permits for renovations and re-tests of an existing gas system.

Please note Gas Permits will be issued after review by a City Gas SCO has been completed.

### Electrical Wiring Permit

Homeowners can obtain an electrical permit for the following electrical work:

- All branch circuit wiring.
- Connect the branch circuits to the branch circuit breakers.
- Mount devices/covers and fixtures.



**Homeowners must own and occupy the Single Detached Dwelling and be completing the work themselves to obtain the following permits.**

**It is the Homeowners responsibility to contact [Building Inspection Services](#) to request inspections prior to covering the work.**

Phone: 780-418-6601

24 Hr Inspection Request Line: 780-459-1652

Continue →

Please note Gas Permits will NOT be issued upon payment. A City Gas SCO will review the application before the permit will be issued.

Plumbing, HVAC, and Electrical Wiring permits will be issued upon successful payment.



## Contact Information

Make sure the contact information is correct, this section will auto populate with your MyCity information.

You must declare that you are the homeowner before continuing the permit application. Click Continue once you have verified your contact information and that you are the homeowner.

### Homeowner Permits

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**Applicant Information**

Please enter your contact information below.

I am the homeowner

<b>First Name</b>	<b>Initial</b>
<input type="text" value="Test"/>	<input type="text"/>

**Last Name**

**Phone**

**Mobile Phone**

**Contact Email Address**

**Confirm Email Address**

**Mailing Address**

---

**Additional Information**

**Unit**                      **House**

## Property Selection

Next you will need to search for your home address. If you are having trouble finding your address follow the hints on the Property Search page:

### Homeowner Permits

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#### Search for your home address

If the system is having trouble finding the address try the following:

- exclude the street type
- exclude the unit number and only search for the building number and street name

Please avoid using periods (St Albert Trail rather than St. Albert Trail) or dashes (85 3 Poirier rather than 85-3 Poirier) when searching for an address.

Click the search button, then select the address from the list displayed.

Q

37 NOBLE CL  
0726741,12,151  
➤

←Back

Click on the address tile to continue.

## Scope of Work:

Click on the types of permits you wish to apply for. You can apply for numerous permits at the same time.

If you have any questions on the types of permits, click on the Question Mark beside each permit.

### Homeowner Permits


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#### Scope of Work

Please select all permits you wish to apply for below. If you have any questions the help buttons located beside each permit type can provide more information or please contact us at phone 780-459-1654 or email at [BIS@stalbert.ca](mailto:BIS@stalbert.ca)

---

<input checked="" type="checkbox"/>	Electrical Permit	<input style="border: 2px solid red;" type="button" value="?"/>
<input checked="" type="checkbox"/>	Gas Permit	<input style="border: 1px solid gray;" type="button" value="?"/>
<input checked="" type="checkbox"/>	HVAC Permit	<input style="border: 1px solid gray;" type="button" value="?"/>
<input checked="" type="checkbox"/>	Plumbing Permit	<input style="border: 1px solid gray;" type="button" value="?"/>



## Electrical Permit

Homeowners must own and occupy the property and be completing the work themselves to obtain a permit.

Homeowners are allowed to do the following work in a Single Detached Dwelling:

- All branch circuit wiring.
- Connect the branch circuits to the branch circuit breakers.
- Mount devices/covers and fixtures.

Homeowners are NOT allowed to do the following:

- Install the underground portion of the service cable.
- Install the electrical meter enclosure and associated conduit.
- Install the service entrance conductors between the meter enclosure and the service equipment (panel).
- Mount the electrical panel.
- Ground the service equipment.
- Electrical service upgrades/panel change.
- Bonding electrical service to water and gas piping.
- Swimming pool electrical connections.
- Therapeutic pool or tub electrical connections.
- Temporary construction services.
- Rental Occupancies.
- Solar voltaic systems

The Access Code and Description of work are required to continue

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all your permits.

The **description of work** is a summary detailing the nature and extent of the work that will be completed as part of the permit.

This permit type will be issued upon receipt of payment.

## Electrical Permit Details

Please enter an Access code and Description of work below. Your permit will be issued upon receipt of payment.

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all of your permits.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the permit.

---

### Access Code

### Description of Work

←Back

Continue→

## Gas Permit

Homeowners can only obtain gas permits for renovations and re-tests of an existing gas system. Homeowners must own and occupy the property and be completing the work themselves to obtain a permit.

The Access Code and Description of work are required to continue.

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all your permits.

The **description of work** is a summary detailing the nature and extent of the work that will be completed as part of the permit.

This permit type will not be issued upon receipt of payment.

### Gas Permit Details

Please enter an Access code and Description of work below.

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all of your permits.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the permit.

---

**Access Code**

**Description of Work**

## HVAC Permit

Homeowners can only obtain HVAC permits for renovations or additions to the existing system. Homeowners must own and occupy the property and be completing the work themselves to obtain a permit.

The Access Code and Description of work are required to continue

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all your permits.

The **description of work** is a summary detailing the nature and extent of the work that will be completed as part of the permit.  
This permit type will be issued upon receipt of payment.

### HVAC Permit Details

Please enter an Access code and Description of work below. Your permit will be issued upon receipt of payment.


An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all of your permits.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the permit.

#### Access Code



#### Description of Work



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Continue →

## Plumbing Permit

Homeowners can only obtain plumbing permits for renovations or additions to the existing system. Homeowners must own and occupy the property and be completing the work themselves to obtain a permit.

The Access Code and Description of work are required to continue

An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all your permits.

The **description of work** is a summary detailing the nature and extent of the work that will be completed as part of the permit.

This permit type will be issued upon receipt of payment.


### Plumbing Permit Details

Please enter an Access code and Description of work below. Your permit will be issued upon receipt of payment.


An **access code** provides security for accessing permit information in MyCity, and acts as a PIN for your permit. It can be used to share your permit with other MyCity users, and may be used to verify your identity when requesting aid via telephone. It may contain numbers and letters - must be 6 characters in length. This access code can be the same for all of your permits.

The **description of work** is a brief summary detailing the nature and extent of the work that will be completed as part of the permit.

#### Access Code



#### Description of Work





## Plumbing Fixtures

Enter the number of fixtures you will be installed. A minimum of one fixture is needed. Whole number must be entered.

### Fixture Details

Enter the number of fixtures you will be installing beside the applicable name.

A minimum of one fixture needs to be entered. Must be whole numbers entered, no decimals.

<b>Auto Washer</b>	<input type="text"/>
<b>Backwater Valve</b>	<input type="text"/>
<b>Hose Bibs</b>	<input type="text"/>
<b>Floor Drain</b>	<input type="text"/>
<b>Sinks</b>	<input type="text"/>
<b>Water Closet</b>	<input type="text"/>
<b>Bath Tub</b>	<input type="text"/>
<b>Wash Basin</b>	<input type="text"/>
<b>Shower</b>	<input type="text"/>
<b>Dishwasher Sump</b>	<input type="text"/>
<b>Laundry Tub</b>	<input type="text"/>
<b>Urinal</b>	<input type="text"/>
<b>Bidets</b>	<input type="text"/>
<b>Drinking Fountains</b>	<input type="text"/>
<b>R.W. Leader</b>	<input type="text"/>
<b>Other Plumbing</b>	<input type="text"/>

[←Back](#)

[Continue→](#)

## Confirmation Page & Acknowledgements

Please review all the details presented on the Confirmation Page before making a payment. You can update information within a section by clicking on the red "Edit..." buttons. If a different permit type is selected (e.g. switching from New to Alteration) you will be required to re-enter all the application details.

### Homeowner Permits

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**Confirmation**  
Review all information before making a payment

**Property Selection**  
Address 37 NOBLE CL ST ALBERT T8N 4C1  
Legal Description 0726741;12;151  
[Edit Property Selection](#)

**Applicant Information**  
Name & Mailing Address Test test  
1 test street  
St. Albert AB T8N 4C1  
Primary Phone 555-555-5555  
Email Address TEST@TEST.COM  
[Edit Applicant Information](#)

**Scope of Work**  
Permit Types Electrical, Gas, HVAC, and Plumbing

## Acknowledgement

You are required to check each Acknowledgement before continuing.

### Acknowledgement

- As the applicant, I accept the **terms and conditions**
- I declare that I am the legal owner of the property on this application and I will be performing the work myself. I declare that this is my primary place of residence.
- I confirm that the information entered above is correct.

[Continue ✓](#)

## Payment Summary

The payment summary displays the breakdown of all permits and charges included within your permit application. The Safety Code Fee is a mandatory fee levied by the Safety Code Council of Alberta. It is a 4% of each individual permit fee, a minimum of \$4.50 and a maximum of \$560 per permit.

You will be redirected to a third party payment server

## Receipt Page

Successful payment will be displayed as well as the Permits issued and accepted.

### Homeowner Permits

#### Receipt

Payment & permit details below, please print for your records.

Your payment was successful.

#### Payment Information


**Order Number:** 67950  
**Authorization Code:** TEST67950  
**Order Amount:** \$390.00  
**Transaction Date:** Nov 10, 2021 11:12:49 AM

#### Permit EP016178 Issued

Electrical Permit for 38 NOBLE CL ST ALBERT T8N 4C1 has been issued as of Nov 10, 2021. Please click the link below to view your permit.

**It is the Homeowners responsibility to contact [Building Inspection Services](#) to request inspections prior to covering the work.**

Phone: 780-418-6601  
24 Hr Inspection Request Line: 780-459-1652

 [Electrical Permit](#)

#### Permit GP015429 Accepted

Gas Permit application for 38 NOBLE CL ST ALBERT T8N 4C1 has been created and will be reviewed by a Gas SCO. City staff will be in contact with you for further details.

## Inspection

It is the Homeowners responsibility to contact Building Inspection Services to request inspections prior to covering the work.

- Phone: 780-418-6601
- 24 Hr Inspection Request Line: 780-459-1652

# MyCity

MyCity will return you to your myCity account:

Here you can see all the permits you just applied for are now attached to your myCity account:

## MyCity Accounts

---

**Hello test,**

The following services are associated with your City of St. Albert MyCity account:

Filter accounts by address or type...

or sort by Folder Number ▾

	<b>37 NOBLE CL</b> Folder Number: EP016138 Application Date: Jul 30, 2021 Project:	<b>ELECTRICAL WIRING PERMIT</b>  Issued Date: Jul 30, 2021 Status: IN-PROGRESS	
	<b>37 NOBLE CL</b> Folder Number: EP016139 Application Date: Jul 30, 2021 Project:	<b>ELECTRICAL WIRING PERMIT</b>  Issued Date: Jul 30, 2021 Status: IN-PROGRESS	

Click into the desired permit to view the permit information.

City of St. Albert > / MyCity > / Accounts > / Building & Development Permits

[Accounts](#) | [Profile](#) | [Logout](#)

## Permit

### Permit Details

<b>Folder Number:</b>	EP016162
<b>Type:</b>	ELECTRICAL WIRING PERMIT
<b>Subject:</b>	test
<b>Status:</b>	IN-PROGRESS

### Folder

<b>Purpose:</b>	test
<b>Application Date:</b>	Oct 19, 2021
<b>Approved Date:</b>	Oct 19, 2021
<b>Issued Date:</b>	Oct 19, 2021
<b>Expires:</b>	
<b>Completed:</b>	

#### Supporting Documents

PDF

Permit dated Oct 19, 2021

You will find a copy of your permit under the Supporting Documents Section within your

### Supporting Documents

PDF

Permit dated Oct 19, 2021