

Electrical Guidelines for Special Events

Access to electrical services is available in some locations and must be approved by City staff. If you are intending to use electricity at your event, please provide a detailed listing of equipment and cords to your event coordinator at least two weeks prior to your event. Charges may apply. Depending on the complexity of the electrical setup, a permit and inspection may be required by the City of Guelph or the Electrical Safety Authority (ESA).

Electrical equipment

- All electrical equipment being used in recreational facilities and parks should be either CSA or ULC approved, or other recognized approval marking (see ESA website), including extension cords. No other equipment is allowed to access electricity in our facilities/parks.
- Equipment being used outdoors should be rated for such use.
- Mechanical equipment must be TSSA and CSA approved, including inflatables.

Electrical permits and inspections

- City of Guelph staff may determine whether a permit and inspection is required or they may direct you to ESA. If ESA has deemed an inspection is not required based on the set up/equipment information you provide to them, the City will require notification of this in writing.
- The organizing group is responsible for obtaining the permit, arranging the inspection and all costs associated.
- The permit number must be submitted to City of Guelph staff at least two weeks prior to the event.
- City staff must be present at the time of inspection. The inspection time should be arranged with your event coordinator.

Permit and inspection NOT REQUIRED by ESA

An electrical permit and inspection by the ESA is not required under the following circumstances:

- Simple plug and play connection using standard configuration cords and receptacles.
- Single generator less than 12KW (120/240 volt) is used to connect equipment using standard configuration cords and receptacles.
- All equipment being used is connected to building power using standard configuration cords and receptacles.
- The total voltage draw does not exceed 110 volts with a maximum of 15 amps per circuit. Circuits which have been overloaded are not guaranteed to be addressed by City staff at the time of your event, potentially resulting in a loss of power.

Permit and inspection REQUIRED

An electrical permit and inspection by the ESA is required under the following circumstances:

- Any usage or setup considered more than simple plug and play connection using standard configuration cords and receptacles.
- Multiple Generators are being used.
- Generator greater than 12KW or 120/240 volt is being used.
- There will be hard wiring of a physical electrical connection to existing building wiring.
- If Cam-lok connections, single conductor cables or pin and sleeve receptacles are used as part of the installation.
- Carnivals, trade shows, large events.
- When deemed necessary by City of Guelph staff.

Contact the Electrical Safety Authority at

1-877-esa-safe (1-877-372-7233) or esasafe.com